

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**March 3, 2004**

**7:30 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.

#### **CONSENT AGENDA**

3. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

#### **Accept Minutes**

- A. Minutes of meetings of the Board of Mayor and Aldermen held on December 16, 2003 (two meetings), December 22, 2003 and January 6, 2004 (two meetings).  
(Note: available for viewing at the Office of the City Clerk and forwarded under separate cover to Mayor and Aldermen.)

#### **Pole Petition – Approve Subject to the Review and Approval of the Department of Highways**

- B. PSNH Pole Petitions (3) #11-990 located on East Industrial Park Drive.

#### **Informational – to be Received and Filed**

- C. Copies of minutes of the Manchester Conservation Commission meeting held February 2, 2004.

- D.** Copy of a communication from the NH Department of Environmental Services to PD Associates LLC, advising of a Wetlands Bureau Complaint alleging installation of new catch basins and culverts on Candia Road.
- E.** Communication from the NH Department of Health and Human Services, Division for Juvenile Justice Services, advising of the State's plan to construct a new architecturally secure juvenile facility on the campus of the Youth Development Center at 1056 River Road.
- F.** Communication from the NH Department of Transportation, advising that the Special Committee appointed by Governor and Executive Council will meet on Wednesday, March 24, 2004 at 2:00 PM in Room 114 of the NHDOT headquarters, 7 Hazen Drive, to determine if there is occasion for the layout of highway improvements as proposed for the I-93 widening in the communities of Salem, Windham, Derry, Londonderry, and Manchester; and providing a copy of the report of the Commissioner.
- G.** Copy of a communication from the US Department of Housing and Urban Development advising of the City's FY2004 budget allocations.

## **REPORTS OF COMMITTEES**

### **COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION**

- H.** Recommending that the Board of Mayor and Aldermen request the Mayor to include appropriate resolutions in his budget presentation for referral to the Committee on Finance for further consideration, and with the intent that same will be referred to public hearing with the School District and other budget resolutions.

**I.** Advising that it has approved Ordinance:

“An Ordinance amending Section 92.24 Tampering with Alarm Boxes by establishing an initial and annual renewal fee for persons authorized under the Fire Department Listed Agent Program.”

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

**J.** Recommending that the 2<sup>nd</sup> quarter FY2004 write-off list for the accounts receivable module be approved.

**COMMITTEE ON HUMAN RESOURCES/INSURANCE**

**K.** Advising that it has approved Ordinance amendments:

“Amending Section 33.026 (Laboratory Technician I) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.026 (WWTP Operator) of the Code of Ordinances of the City of Manchester.”

providing for changes in class specifications, which do not change the title of any position and do not change the salary grade of any position.

**L.** Recommending that the Board approve the reclassification of two Public Health Translator positions, salary grade 12 to Public Health Specialist positions, salary grade 16 and further advising that it has approved Ordinance:

“Amending Section 33.026 (Public Health Specialist) of the Code of Ordinances of the City of Manchester.”

providing for changes in class specifications to combine functions. The Committee notes that such changes do not change the title or salary grade of the current Public Health Specialist classification.

## COMMITTEE ON JOINT SCHOOL BUILDINGS

- M. Advising that it has accepted the closeout of the NORESKO Energy Services Maintenance Contract at the request of the School District due to the current revamping of energy management systems of School facilities.

## COMMITTEE ON TRAFFIC/PUBLIC SAFETY

- N. Advising that it has approved Ordinance:  
“Amending Section 70.55 Residential Parking of the Code of Ordinances of the City of Manchester by adding additional area to Residential Parking Permit Zone #4.”  
and recommends same be referred to the Committee on Bills on Second Reading for technical review.

**LADIES AND GENTLEMEN, YOU HAVE READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**

4. Nominations to be presented by Mayor Baines, if available.

## OTHER BUSINESS

5. Communication from Kevin A. Dillon, Airport Director, requesting that the Airport Director be authorized to negotiate and execute a 15-year lease with the NH Aviation Historical Society.  
**If the Board so desires, a motion is in order to authorize the Airport Director to negotiate and execute a 15-year lease as requested, subject to the review and approval of the City Solicitor.**
6. Draft Resolution in Opposition to HB 1416-FN relative to a permanent property tax exemption for wooden poles and conduits.  
**Ladies and Gentlemen, what is your pleasure?**

7. Communication from Frank Thomas, Public Works Director, seeking authorization to enter into another one-year contract with Waste Management, Inc. for recycling and yard waste services.  
**If the Board so desires, a motion is in order to approve another one year contract with Waste Management, Inc. and further to authorize the Public Works Director to execute any related documents, subject to the review and approval of the City Solicitor.**

8. Ordinances: **(A motion is in order to read by titles only.)**

“Amending Section 33.026 (Laboratory Technician I) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.026 (WWTP Operator) of the Code of Ordinances of the City of Manchester.”

**These Ordinances having had the approval of the Human Resources Committee, a motion is in order that the Ordinances pass and be Ordained.**

9. Ordinance: **(A motion is in order to read by title only.)**

“Amending Section 33.026 (Public Health Specialist) of the Code of Ordinances of the City of Manchester.”

**This Ordinance having had the approval of the Human Resources Committee, if the related report has been accepted, a motion is in order that the Ordinance pass and be Ordained.**

**TABLED ITEM**

**A motion is in order to remove the following item from the table for discussion.**

- 10.** Report of the Committee on Community Improvement recommending that the Board authorize transfer and expenditure of funds in the amount of \$40,000 (Other) for CIP 511603 Recreation Facility Improvements (Leveraged) Project.  
*(Tabled 12/02/2003 per request of Alderman DeVries).*

**11. NEW BUSINESS**

- a) Communications
- b) Aldermen

- 12.** If there is no further business, a motion is in order to adjourn.



# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk

Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

### MEMORANDUM

To: Board of Mayor and Aldermen

From: Lisa Thibault, City Clerk's Office *Lia*

Date: February 16, 2004

Subject: BMA Minutes for Acceptance

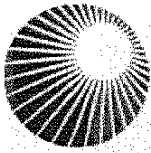
Enclosed for your review and consideration are copies of minutes for meetings on the following dates:

December 16, 2003 (2)  
December 22, 2003 (1)  
January 6, 2004 (2)

which will appear on the March 3, 2004 BMA agenda.

Attachments

A



**Public Service  
of New Hampshire**

The Northeast Utilities System

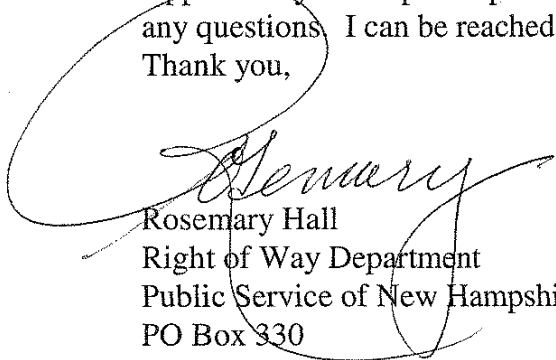
February 18, 2004

Office of the City Clerk  
City of Manchester  
1 City Hall Plaza  
Manchester, NH 03101-2097

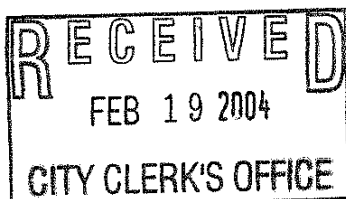
Enclosed for your review is one Pole License Petition 11-990 for poles located on East Industrial Park Drive. If approved, please have the License section signed by the proper authority. Keep the copy labeled "**CITY**" for your files, and return the remaining copies to me at the address below. All billing should be sent to this same address. If rejected, please return the documents to me with documentation as to why it was rejected so that I may notify our field personnel.

Appreciate your help in expediting this petition. Please give me a call if you have any questions. I can be reached at 634-2626.

Thank you,

  
Rosemary Hall  
Right of Way Department  
Public Service of New Hampshire  
PO Box 330  
Manchester, NH 03105-9989

Enclosure(s)



B



PETITION AND POLE LICENSE  
PETITION

11-770  
City

Manchester, New Hampshire

February 9, 2004

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

Three (3) poles 564/12A, 12B and 12BS located on East Industrial Park Drive in the City of Manchester.

VERIZON NEW ENGLAND, INC.

BY: \_\_\_\_\_

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: \_\_\_\_\_

Rosemary Hall, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This \_\_\_\_\_ day of \_\_\_\_\_, 2004, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-990, dated August 22, 2002, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the City of Manchester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

B

**E** AUGUST 22, 2002

LICENSE NO. 11-990

MUNICIPALITY: MANCHESTER

STATE HWY. DIV. NO. NONE

**STREET / ROAD:** EAST INDUSTRIAL PARK  
DRIVE

STATE LICENSE NO. \_\_\_\_\_

PSNH OFFICE: HOOKSETT

PSNH MEMO or WR # 11-64466  
AND DMS SYSTEM # 9Y210219

Pole Numbers		Pole	Eq	( Indicate North with Arrow )							Span	Dist. from:	Remarks	DOC REQ
LTS	TEL	Sz-CI	BH	INSTALL POLE PB	REMOVE	REF	100% LTS	J/O	100% TEL					
564/12	6311/16	45/2									8'	Joint pole & anchor S/R		
564/12	6311/16											Xra 5 ft PSNH		
										105'				
564/12A		45/3									12'	Joint pole Xtra 5 ft PSNH		
										80'				
564/12B		45/2									12'	Joint pole Xtra 5 ft PSNH		
										50'				
5 BS		35/5									12'	Joint stub pole & anchor		
564/12C														

**Manchester Conservation Commission**  
**Meeting Minutes**  
**Monday, February 2<sup>nd</sup> 2004**  
**6:20—9:00pm**

**Location:** City Hall

**Commissioners Present:** Michael Poisson (Chair), JoAnn O'Shaughnessy, Jen Drociak, Marty Gavin, Todd Connors

**Commissioners Absent:** Kathleen Neville, Eric Skoglund

**Others Present:** Jane Beaulieu (Associate), Pat Mattson, Bobbie Jean Weiler (WEST), Kim Hall

**Submitted By:** Marty Gavin

~ Next Meeting @ 6:15 on Wednesday, February 18<sup>th</sup> 2004 ~

**Agenda**

**I. Minutes of Last Meeting**

Minutes from the February 2<sup>nd</sup> meeting were approved with the following corrections/additions: Jane brought up her concerns with higher pollutant loads that would affect the Massabesic Lake, due to increased emissions by Kalwall who recently raised their stacks. Under **City surplus land**, Mary Tebo's last name was misspelled. Under **Dennis Hebert**, He cancelled and will reschedule at a later date.

**II. Treasurer's Report**

There was no treasurer's report given.

**III. Old Business**

- Conservation Easements: The Riverdale and Crystal Lake Easements are going to be maintained by Parks and Recreation. Mike Garrity will look into getting the wording to specifically state "Conservation Land." Todd Connors brought in the finalized documents for the Brodsky, Duncan Farms and South Ridge Easements. As for the All Dog's Gym Easement, Todd hasn't made much progress with Gail Fisher, but he will follow up with her and get this finalized.
- No Dumping Signs: Marty presented the cost associated with using recycled material for our "No Dumping" signs as an alternative to the typical metal traffic signs. The quote that he received from a company based out of Ontario, Canada called Renew Resources was: 2 sheets of 4'x8'x1/2" Polyboard including shipping at the total cost of \$238.00. This would give us 16 2'x2' signs, we would like to have at least 20. Even

C

though the Traffic Dept. can produce these signs and Parks and Rec. offered posts and labor, going through this company will not be practical or cost effective. Mike would like to compare the cost of using recycled plastic with the cost of the aluminum or vinyl signs. Marty will try to find a more reasonable vendor and continue looking into this matter.

- Planning Dept.: Todd wants to hold off on the planting's list, until he at least gets the lighting regulation underway.
- Snow dumping: Marty presented some footage of snow that was plowed into the brook that runs alongside the parking lot at Bonneville and Sons on Daniel Webster Highway. Todd suggested, getting some still photos and other snow dumping information, including the DES fact sheet and send copies to the Planning and Building Departments. *The Commissioners present voted all in favor of the motion to send a memo along with the other information regarding this issue.*
- CLD: Mike e-mailed Jamie Payne about the concerns with the Hands Across the Merrimack bridge being open during Eagle roosting season. JoAnn was looking to have the same sort of restrictions that the Riverwalk has (from Nov 15<sup>th</sup>—March 15<sup>th</sup>).

### WEST Environmental

Bobbie Jean Weiler (Wetland Scientist) presented the results of the wetlands inventory, which evaluated 48 wetlands, using a watershed approach. *Mike was under the impression that they would be giving a power point presentation, which wasn't the case.* She brought in a watershed map, which Art Grindle created and wetland inventory reports for each Commissioner. She wasn't able to bring in the aerial photographs to this meeting, but she will make sure that we get them soon, as well as the actual wetland evaluations. *The Commission requested a map that would correspond with the aerial photographs. Bobbie agreed to get one for us and she will send Art the photos, one set will be in color and the rest will be black and white. Todd suggested that we have the Highway Dept. make some copies for us and ask the Planning Dept. to make a copy for their personal use as well.*

West evaluated these wetlands based on the criteria determined by the New Hampshire Code of Administrative Rules ("Rules") Wt 701.02, Identification of Wetlands for Consideration as Prime. The wetlands ranged in size from three to one hundred twenty acres and were ranked from low to high based on their function and value.

The first group on their priority list is the whole Hackett Hill wetland, which is considered high status and is in need of immediate attention (Conservation Easements and/or Prime Wetland Designation), especially with all the projected development around this area. According to Bobbie,

the presence and population of many rare species, including a large Blue Heron rookery, Atlantic white cedar, Mountain Laurel, Black Gum, Rhododendron, etc., makes this one of the best working systems in New Hampshire. Also the Commission should know exactly what The Nature Conservancy's involvement is with protecting this area.

The second group is the area of approximately 120 acres of wetlands from Cohas Brook to Hog Brook, which is subjected to a significant amount of runoff and illegal dumping. This area not only serves as a wildlife corridor and contributes to air and water quality, like most wetlands do, but it also serves as an "unreal urban oasis," and home to many rare plant and animal species. *Jen asked Bobbie if she had the rare and endangered species list. She didn't have one and she said that NHI is very protective of this information.*

The third group consists of Crystal Lake, Dorrs, Nutts, Stevens, and Pine Island Pond. These all have unique ecosystems and all serve as ideal habitats for diverse wildlife as well as being integral components to the quality of life here in Manchester.

Bobbie also wanted to focus on Red Rock Pond off of Huse Rd., which is being used as a tire dumping ground and wetland #37 of the inventory report, that is of high concern, due to its location across from the Landfill on Dunbarton Rd. Here runoff (keeping leachate in mind) is channeled into a culvert and shot directly into the wetland. She pointed out that this palustrine and diverse system is critical to the water quality of Black Brook. She suggested that we look into using "check dams" or trying a common practice around landfills called *Phytoremediation*, which means using specific plants to take up metals, nutrients and other chemicals.

The wetlands that Bobbie chose to emphasize on are in need of immediate protection. In fact out of the 48 wetlands that they evaluated 37 were considered high on their priority list, due to their overall importance and potential. West strongly recommends that we pursue **Prime Wetland Designation** status to better protect these invaluable resources. At this point we would have to determine what wetlands we would like to designate as prime and establish a criteria, which is usually determined by budget and politics. Most of the field work has already been done, so we would now have to focus on soil conformation in more detail to be certain that each wetland meets the 50% hydric A requirement and to be sure that there haven't been any changes since 2000. If the wetlands that we choose to designate meet the State's "Rules" the next step would be to present this information to the citizens of Manchester through a public hearing, where zoning amendments would be voted on, to include special setback and protection criteria. If approved, the Wetlands Bureau would determine if the wetlands qualify for this status, if so the designation would be come part of the City regulations.

*Mike asked what the advantages of Prime Wetland Designation were.* Bobbie said that the wetlands would be better protected and watched

under closer scrutiny, but it does not guarantee that the wetlands will not be impacted. However, she added that in most cases this status has stopped many developers from impacting the desired wetland. Basically, this designation would register the wetland with the state. Pat asked why anybody would object to this method. Bobbie said that many times a wetland will be part of private property and some people feel that it is a violation of their rights.

The second option that WEST recommends is to further protect these areas with **Conservation Easements**, especially the wetlands in the first group, because of how unusual this ecosystem is. Bobbie suggested working with groups like the Nature Conservancy or the Audubon Forest Society, maybe considering them as land stewards. She also suggests getting a map overlay to see who owns property in this area as well as forming a subcommittee that would specifically work on easements. WEST thinks that we should still pursue the Prime Designation even if we chose this option.

The third option that they recommend is to rewrite the **City subdivision regulations**, because even though this wouldn't stop development it would regulate the work being done. We could establish a good subdivision application having "trigger criteria" for environmental impact or decide to tighten regulations and monitor more closely.

*The Commission thinks that the best way to approach any of these options is to go before the City officials with a well organized power point presentation. Todd suggested that we work with WEST on getting one together. Jen asked how much time we could get to present. Mike said that we could probably get a ½ hour or more as long as we give them advanced notice. Todd also said we should get going on this because the Planning Dept. is starting to work on the City's master plan and this would be a good addition to the Natural Resource section. The Commission agreed to start brainstorming ideas at our next meeting after we get a chance to review the evaluations. Bobbie said that she will let Mark know that we are interested in doing this and have him get us a estimate on what this will cost.*

If there are any questions regarding this data, please see the Wetland Inventory Report that was prepared by Bobbie Jean Weiler of WEST Environmental.

#### IV. New Business

- Sublime: Todd presented the Commission with his company's plans for a project next to Bass Island on Second Street. This project is going to revitalize the existing building and will be used for Families In Transition, which provides housing for victims of domestic abuse, disabled individuals and the homeless. This project is being done above the flood

9

plain and when it is finished there will be less impervious service, because they were able to decrease the size of the parking lot by obtaining a conditional use permit. They will be seeking a waiver from the 25' setback, so they can put in guardrails and fencing around the property, which will provide safety as well as keeping litter from the waterway. Todd has met with the Historical Society and plans on meeting with the Piscataquog River Council for recommendations.

#### **V. Mail**

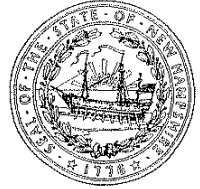
- Notice of invalid permit by notification, dated January 23<sup>rd</sup> addressed to Steven Musial, from Stacey Herbold (DES Wetlands Bureau Shoreline Field Investigator).
- Winter 2004 Newsletter of the NHDES Drinking Water Source Protection Program, "The Source".
- Letter addressed to City of Manchester Dept. of Aviation, attention Richard S. Fixler from Lori L. Sommer (DES Wetlands Bureau), regarding a 2003 wetland mitigation monitoring report, which DES is happy with and will allow them to start reducing the monitoring in this area.
- Letter from the New Hampshire Division of Historical Resources addressed to Carol D. Shull (National Park Service), regarding the nomination of the Roger Sullivan House to the National Register of Historic Places.





State of New Hampshire  
DEPARTMENT OF ENVIRONMENTAL SERVICES

6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095  
(603) 271-2147 FAX (603) 271-6588



February 09, 2004

PD Associates LLC  
Real Estate Consultants  
5 Dartmouth Dr Unit 101  
Auburn, NH 03032-3984

RE: Wetlands Bureau Complaint File #2001-00226, Candia Rd, Manchester, Tax Map/Lot #728-1 / 344-2

Dear Mr. Pease:

The Department of Environmental Services (DES) has received a complaint alleging that you have installed new catch basins and culverts that outlet into a new swale impacting approximately 500 sq ft of wetlands without a permit from DES. This letter is to notify you of this complaint, and to provide you with an opportunity to respond.

If work has been done in jurisdiction without a permit, you are requested to voluntarily refrain from carrying out any additional work in jurisdiction, except for siltation and erosion control installation.

Pursuant to RSA 482-A, a wetlands permit is required to be obtained from DES, and posted on site, in order to excavate, remove, dredge, fill, or construct any structure in or on any bank, flat, marsh, bog, or swamp, in and adjacent to waters of the state. We find no record of a wetlands permit being issued under your name for the work described above, but realize that a permit may have been obtained under another name, by a corporate identity, or that the complainant may have mistaken the identity of the person doing the work.

If there is a violation, DES has the authority to take enforcement action against any person who conducts work within its jurisdiction without a wetlands permit. Enforcement action may include restoration or imposition of an administrative fine.

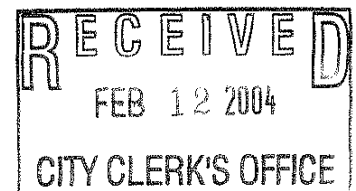
This case has been added to our scheduled inspection list. This file has been tentatively assigned to me, and I shall contact you prior to the field investigation. You may also review the DES Wetlands Bureau website at: <http://www.des.state.nh.us/wetlands>.

Please respond to this notice of complaint by providing your comments in writing to the aforementioned file number within 20 days of the date of this letter. Please provide a copy of any permits, plans, or other information that you may have. If you have any questions please feel free to contact me at (603)271-4192 or [aallen@des.state.nh.us](mailto:aallen@des.state.nh.us).

Sincerely,

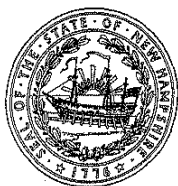
Arlene Allen  
Compliance Inspector  
DES Wetlands Bureau

cc: Manchester Conservation Commission  
Manchester Selectmen's Office



D





STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION FOR JUVENILE JUSTICE SERVICES

1056 NORTH RIVER ROAD, MANCHESTER, NH 03104  
603-625-5471 FAX: 603-624-0512 TDD Access: 1-800-735-2964

John A. Stephen  
Commissioner

Joseph Diamant  
Director

February 23, 2004

The Honorable Robert A. Baines, Mayor  
Honorable Members of the Board of Aldermen  
One City Hall Plaza  
Manchester, NH 03111

RE: Architecturally Secure Juvenile Facility at the Youth Development Campus  
North River Road  
Bureau of Public Works Project Number 80056

Dear Mayor Baines and Members of the Board of Aldermen:

This letter provides notice to the City of the State's plan to construct a new architecturally secure juvenile facility on the campus of the Youth Development Center at 1056 River Road, which project is further described in Attachment A. RSA 674:54 requires the State to "give written notification to the governing body and planning board... of any proposed governmental use of property within its jurisdiction which constitutes a substantial change in or a substantial new use." Although the construction of the new facility does not constitute a substantial change in use or a substantial new use, because the project a significant one, we are providing the notice and supporting documentation identified by RSA 674:54.

As a result of prior communications with the Mayor and members of the Board of Aldermen and meetings between various city officials and representatives of the design team lead by Lavalley/Brensinger PA, you may be aware of the project. We have also met regularly with our neighbors who are supportive of the project. The State 2004/2005 Capital Budget contains funding for the project and we anticipate that construction will begin in the early summer of 2004 and conclude by June 2006.

Attachment A includes an explanation of the project, a statement of the governmental use and a preliminary construction schedule. As noted in Attachment A, because the plans and specifications are voluminous, we have provided one set of summary documents (Civil Drawings C.1 - C.15, Landscape Drawings L-1 - L-8, and an architectural rendering of the facility) to the Planning Department for review by City Officials.

If the City wishes to proceed under RSA 674:54, the City may conduct a public hearing relative to the proposed project within thirty (30) days of the date of this letter, at which place and time the State Project Manager will be available to review the project. If the City decides to conduct a public hearing on this project, please give the State Project Manager identified below at least five (5) working days notice of the meeting date.

E

Jeffrey R. Shute  
Project Manager  
New Hampshire Department of Transportation, Bureau of Public Works  
POB 483  
Seven Hazen Drive  
Concord, New Hampshire 03302-0483

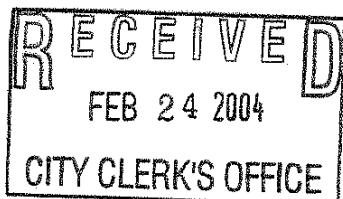
Within thirty (30) days after the public hearing, the city may make "non-binding written comments" and address them to the State Project Manager. We appreciate this opportunity to work with you.

Respectfully,

*Thomas H. Wans for*

Joseph Diamant  
Director

cc: Joan Bennett, Chair Planning Board  
Terry Harlacker, City of Manchester – Planning Department  
✓ Leo R. Bernier, City Clerk  
James F. Marshall, NHDOT – Director, Public Works and Transportation  
Matthew E. Moore, Administrator, Bureau of Public Works  
Jeffrey R. Shute, NHDOT – Bureau of Public Works, Project Manager  
Tricia Lucas, Division for Juvenile Justice Services  
Jeffrey Chierepko, Division for Juvenile Justice Services



E

## ATTACHMENT A

### PROPOSED GOVERNMENTAL USE: Architecturally Secure Juvenile Facility YDC Campus, Manchester, NH

The new Architecturally Secure Facility will be a 100,000 square foot facility that will provide residential, educational, vocational and treatment services to the residents of the Youth Development Center. The facility will consist of four residential units that will each house thirty six (36) residents. The building will also include classroom area with nine classrooms, a culinary arts kitchen and life skills lab, two vocational education classrooms, a medical area, a kitchen, dining area, administrative area and a educational administration area. The building will be connected to the existing Recreation building, which will be renovated. There is one large central outdoor courtyard, two smaller courtyards and a courtyard for each housing unit to use as an exercise area. The existing Administration Building will also be renovated for Divisional Administration. Four existing buildings on campus will be torn down. The new building will not substantially increase the number of youth who reside on the campus.

### CONSTRUCTION SCHEDULE Architecturally Secure Juvenile Facility YDC Campus, Manchester, NH

Construction is expected to commence after contract approval by the Governor and Executive Council, which is anticipated in the spring of 2004. The existing facility will remain open during the construction. Construction operations will continue through summer of 2006.

### PLANS AND SPECIFICATIONS Architecturally Secure Juvenile Facility YDC Campus, Manchester, NH

Because of the volume of the construction documents and specifications for this project, one set of summary documents (Civil Drawings C.1 – C.15, Landscape Drawings L-1 – L-8, and an architectural rendering of the facility) has been provided to the Planning Department for review by City Officials.



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**CAROL A. MURRAY, P.E.**  
**COMMISSIONER**

SALEM-MANCHESTER  
IM-IR-93-1(174)0  
10418C  
(I-93 Widening)

Bureau of Highway Design  
Room 200  
Tel. (603) 271-2171  
Fax (603) 271-7025

February 24, 2004

Manchester City Aldermen  
1 City Hall Plaza  
Manchester, NH 03101

Dear Aldermen:

I am writing to inform you that the Special Committee appointed by Governor and Executive Council and chaired by Councilor Ruth Griffin, will meet to determine if there is occasion for the layout of highway improvements as proposed for the above referenced project in the communities of Salem, Windham, Derry, Londonderry, and Manchester. This Special Committee meeting is scheduled for 2:00 PM, Wednesday, March 24, 2004, in Room 114 of the New Hampshire Department of Transportation headquarters, 7 Hazen Drive in Concord, NH. This Special Committee Meeting is a public proceeding under RSA Chapter 91-A. The intent of this meeting is not to continue taking testimony as was done at the November 12<sup>th</sup> and 14<sup>th</sup> 2002 Public Hearing, but instead the meeting serves as a decision-making forum for the Special Committee. The public is welcome to observe the proceedings.

The Report of the Commissioner which addresses all issues raised during the Public Hearing process is enclosed. The document may also be viewed on the project website at <http://Webster.state.nh.us/dot/10418C/study.htm>.

If you have any questions or comments, please write or call.

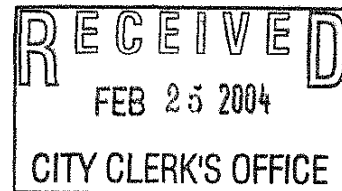
Sincerely,

William J. Cass, P.E.  
Chief Project Manager

WJC/gc

Attachment

cc: J. Brillhart  
W. Janelle  
R. MacKenzie, Manchester Planning Director (w/attachment)  
F. Thomas, Manchester Public Works Director



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## REPORT OF THE COMMISSIONER

SALEM-MANCHESTER  
IM-IR-93-1(174)0, 10418-C

INTERSTATE 93

PUBLIC HEARING

NOVEMBER 12, 2002                      SALEM HIGH SCHOOL, SALEM                      6:00 P.M.  
NOVEMBER 14, 2002      McLAUGHLIN MIDDLE SCHOOL, MANCHESTER      6:00 P.M.

As a result of the Public Hearing on the above referenced project, the following limitation of access is established as shown on the above project plans:

Beginning at a point in the travel way of Interstate 93 (I-93) at the Massachusetts border in Salem, NH and running northerly approximately 19 miles through the Towns of Salem, Windham, Derry, Londonderry, and Manchester to the I-93/I-293 diverge in Manchester NH. The layout involves the reconstruction and widening of I-93 to four-lanes of travel in each direction. The project layout continues the Limited Access Right-of-Way designation that exists for the highway, interchanges, and connector roadways, with modifications, as appropriate to accommodate the proposed infrastructure improvements.

The layout includes the reconstruction and reconfiguration of the interchanges along I-93 at Exit 1 (Rockingham Boulevard), Exit 2 (Pelham Road), Exit 3 (NH 111), Exit 4 (NH 102), and Exit 5 (NH 28). Exit 1 will be reconstructed to improve the geometry of the southbound loop ramps and to accommodate the northbound slip ramps. The southbound loop ramps will tie into Rockingham Park Boulevard with construction ending just east of the bridge over South Policy Street. The northbound off-ramp will include the construction of a two-lane collector distributor road beginning approximately 0.2 miles south of the Salem Rest Area and continuing northerly through the Exit 1 northbound off-ramp, a distance of approximately 0.7 miles. Exit 2 will be reconfigured to a diamond interchange, including the reconstruction of all four ramps and the addition of a truck climbing lane extending northerly from the northbound on-ramp approximately 1.0 miles. The Exit 2 reconstruction will include approximately 0.6 miles of Pelham Road reconstruction and widening beginning at Manor Parkway/Stiles Road and running easterly to South Policy Street. Exit 3 will be reconfigured to a tight diamond interchange with approximately 2 miles of the northbound barrel of I-93 relocated adjacent the southbound barrel. The Exit 3 reconstruction will include approximately 1.5 miles of NH 111 beginning approximately 0.3 miles west of Wall Street and running easterly on new location north of existing NH 111 before rejoining the existing NH 111 alignment near the I-93 southbound barrel and continuing to just west of NH 111A (Range Road). The segment of NH 111 from Wall Street to just west of NH 111A will be limited access highway. Approximately 0.2 miles of existing NH 111 will be reconstructed to intersect with relocated NH 111 at Wall Street. A truck climbing lane will extend northerly from the proposed northbound on-ramp approximately 0.8 miles. Exit 4 will be reconstructed maintaining the existing overall interchange configuration and most of the existing southbound ramps infrastructure. The Exit 4 reconstruction will include approximately 0.6 miles of NH 102 reconstruction and widening beginning at the I-93 southbound on-ramp and running easterly to Londonderry Road. Exit 5 will be reconstructed maintaining the existing diamond configuration. The Exit 5 reconstruction will include approximately 1.2 miles of NH 28 reconstruction and widening beginning approximately 0.7 miles west of I-93 and running southerly to 0.2 mile south of Liberty Drive. Approximately 500 feet of approach work will be required on Symmes Drive and Perkins Road as they intersect NH 28, and on Independence Drive at Auburn Road.

The layout also includes the replacement of the Cross Street bridge over I-93 to the north of the existing bridge and approximately 0.4 miles of associated roadway approach

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reconstruction; the replacement of the Brookdale Road bridge over I-93 on existing alignment and approximately 0.2 miles of associated roadway approach reconstruction; and the replacement of the Ash Street/Pillsbury Road bridge over I-93 on existing alignment and approximately 0.2 miles of associated roadway approach reconstruction.

The layout further includes constructing new Park and Ride facilities at Exit 2, Exit 3 and Exit 5. At Exit 2, the facility will be located in the southeast quadrant of the interchange and involve reconstruction of 0.2 miles of Raymond Avenue and widening along 0.2 miles of South Policy Road at its intersection with Raymond Avenue. At Exit 3 the facility will be located adjacent to the relocated northbound barrel in the southeast quadrant of the reconstructed interchange and includes construction of a connector road between NH 111 and NH 111A. At Exit 5, the facility will be located in the northwest quadrant of the interchange and includes a Bus Maintenance facility located just north of the former railroad corridor and construction of an access drive to Symmes Drive.

The layout also includes space for a potential rail corridor on the west side of I-93 south of Exit 1 and space in the median of I-93 from just north of Exit 1 to just north of the Exit 5 interchange. Acquisitions within the potential rail corridor south of Exit 1 will be deferred until such time as required for such ultimate use, unless requested or if necessary to preclude development within the corridor.

Also included are all potential mitigation and stormwater management areas as may be required to comply with State and Federal permitting requirements and best management practices as shown on project plans. Further evaluation and coordination with State and Federal agencies will be required to determine the make up of the mitigation package, and in turn, the specific parcels, or portions thereof, to be acquired.

The Department will review further with the Town of Windham the layout and location of the NH 111A/NH 111 intersection and access to the proposed Park and Ride at the Exit 3 interchange. The Department will coordinate the design with the Town in an effort to accommodate the Town's planning goals within the interchange area.

The limitation of access previously established for Interstate 93, including associated ramps is maintained as established under original layouts for the Interstate. No access is allowed to the interstate except via designated interchanges.

Exceptions to the limitations of access are as follows:

**NH 111 (Relocated at and west of Exit 3 interchange)**

FIN-LYN TRUST (Parcel W32), zero (0) points of access. Access is proposed to be available via the connector road to existing NH 111.

STATE OF NEW HAMPSHIRE (Parcel W33), zero (0) points of access. Access is proposed to be available via Wall Street.

PROLYN CORP (Parcel W34), zero (0) points of access. Access is proposed to be available via Wall Street.

MESITI WINDHAM REALTY TRUST (Parcel W35), zero (0) points of access. Access is via existing NH 111.

JAMES MORGAN AND CO. LLC (Parcel W36), zero (0) points of access. Access is via existing NH 111.

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JAMES MORGAN AND CO. LLC (Parcel W37), zero (0) points of access. Access is via existing NH 111.

C & C REALTY TRUST (Parcel W38), zero (0) points of access. Access is via existing NH 111.

WALTERS, Dorothy (Parcel W41), zero (0) points of access on south side of relocated NH 111; one (1) point of shared access with Parcels W42 and W49 between Station 240+00 and 245+00.

DINSMORE, George and Marion (Parcel W42, and W49), zero (0) points of access on south side of relocated NH 111; one (1) point of shared access with Parcel 41 between Station 240+00 and 245+00.

INDIAN ROCK REALTY (Parcel W43), zero (0) points of access. Access is via existing NH 111.

TURNBRIDGE ASSOC. INC (Parcel W44), zero (0) points of access. (Complete acquisition)

106 INDIAN ROCK ROAD, LLC (Parcel W101), zero (0) points of access. Access is proposed to be available via a connector road to the proposed Exit 3 Park and Ride facility.

WILSON, Donald and Alan (Parcel W135), one (1) point of access.

STATE OF NEW HAMPSHIRE (Parcel W136), zero (0) points of access.

TOWN OF WINDHAM (Parcel W141), zero (0) points of access.

#### **Other Roadways Subject to Construction or Reconstruction**

Access between private property and segments of roadways subject to construction or reconstruction including Cross Street, South Policy Street, Raymond Avenue, Pelham Road, Brookdale Road, South Shore Road, NH 111A, the proposed Class V connector road to the Exit 3 Park and Ride facility, Wall Street, the proposed Class V connector road to sections of existing NH 111, NH 102, Ash Street, Pillsbury Road, NH 28, Independence Drive, Auburn Road, Perkins Road, and Symmes Drive is not limited, except at their junction with I-93 or Relocated NH 111 (as applicable and with exceptions as previously noted), as shown on the plans.

The above limitations of access are established in accordance with RSA Chapter 230:46.

#### **The following are decisions for resolution of the issues raised during the Public Hearing process:**

- 1 William Georgiana, (Parcel S10) expressed concern about the project's effect on his ability to sell his property. He inquired if (and when) his property could be purchased by the Department, and how noise from the highway would be addressed.

Mr. Georgiana's property will ultimately need to be acquired should the proposed I-93 rail line be implemented in the future. The property is not required for the proposed widening of the highway portion of I-93. The Department will purchase the property to preserve the

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future rail corridor if requested by Mr. Georgiana. If Mr. Georgiana prefers to retain ownership of his property, the Department will forego the acquisition of the property at this point in time, but reserves the right, through this hearing layout, to acquire the property if requested by the property owner, or if necessary to preclude development that would jeopardize the use of the property for a future rail line. The Department is prioritizing the right-of-way acquisitions required. Due to the length of the project and the number of requests for acquisition, the time frame for purchasing specific properties is not available. The Department will purchase Mr. Georgiana's entire property in as early a timeframe as possible, if requested. Noise impacts and potential mitigation measures were evaluated at this location, as documented in the Draft Environmental Impact Statement. The evaluation indicated that the cost of a barrier relative to the number of homes receiving a benefit would exceed what is allowable in accordance with State and Federal requirements. As a consequence, a noise barrier is not proposed along this section of I-93. Other visual measures involving landscaping will be considered during final design, however such measures will have little if any affect in terms of mitigating noise.

- 2 A number of abutters affected by the proposed future rail corridor on the west side of I-93 south of Exit 1, requested by petition that their property not be acquired until the I-93 rail line is imminent. They also requested that notification and copies of all plans associated with the I-93 rail line be provided to all affected property owners when the I-93 rail line is pursued in the future.

The request is acknowledged. The acquisition of property within this potential rail corridor will not take place until such time as required for use as a transportation corridor unless acquisition is specifically requested by an affected property owner. The Department, through this hearing layout, reserves the right to acquire property within the proposed rail line right-of-way if necessary to preclude development that would jeopardize establishment of a rail line along the I-93 corridor. Discussion and planning for future rail or transit use will be a public process with appropriate public notification and involvement. The acquisition of property rights for drainage and storm water treatment needs will still be required from several properties that would otherwise be impacted by the rail line.

- 3 Russell Hertich (Parcel S17) requested limiting the work on Cross Street which would eliminate the need to acquire his property. He also requested the petition from local residents regarding property acquisition for the proposed future rail corridor be considered.

The request is acknowledged. The work on Cross Street is required to facilitate the replacement of the Cross Street Bridge over I-93. With the house being in close proximity to the Cross Street travel way, it does not appear feasible to reduce the impacts to avoid acquisition of the property. During the development of the final design contract plans, modifications will be evaluated to minimize impacts. The acquisition of property needed for the potential rail corridor will not occur until required for use as a transportation corridor unless specifically requested by an affected property owner. Impacts to the property will be addressed as part of the right-of-way acquisition process.

- 4 Kevin Trudel (Parcel S42) requested early acquisition of his Williston Road property noting the hardship the pending project imposes on his intent to sell the property.

The request is acknowledged. The property is required for the future rail corridor and is substantially impacted by the reconstruction of the Exit 1 interchange. The Department will proceed with the acquisition of the property. The Department is prioritizing the right-

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of-way acquisitions required. The Department will purchase the entire property as soon as possible within the overall requests for early acquisition.

- 5 Nancy Boremi (Parcel S43) questioned how noise concerns would be dealt with if her property is not acquired. She also expressed concerns about the project devaluing her Williston Road property due to its proximity to the widened highway.

Ms. Boremi's property will ultimately need to be acquired should the I-93 rail line be implemented in the future. The property is not required for the widening of I-93 and the reconstruction of Exit 1. The Department will purchase the property to preserve the future rail corridor if requested by Ms. Boremi. If Ms. Boremi prefers to retain ownership of her property, the Department will not acquire the property now, but reserves the right, through this hearing layout, to acquire the property if requested by the property owner, or if necessary to protect the use of the property for a future rail line. Noise impacts were evaluated at this location, as documented in the Draft Environmental Impact Statement. The evaluation indicated that the noise levels in the Williston Road area were not sufficiently high enough to warrant consideration of a noise barrier. Consequently, noise abatement is not proposed. While the Department foresees some short term affects due to the reconstruction of the highway, long term devaluation of the property is not expected.

- 6 Daniel Salemm (Parcel S47) requested complete acquisition of his Williston Road property or the relocation of the future rail line to the east side the new entrance ramps. He also expressed concerns about the loss of privacy and the detrimental effect to the value of his property due to loss of privacy.

The Department does not propose to relocate the future rail line at this point in time. Relocation of the future rail corridor through the interchange or to the east side of the highway does not appear to be practicable in terms of constructibility and cost effectiveness. The rail line layout will be revisited in the future when additional capacity within the I-93 corridor is needed.

The complete acquisition of the property is not required for either the highway construction or the future rail line. A portion of the property is required for the future rail line. However, the Department will honor the request for complete acquisition with the understanding that during negotiations the owner will not contest the right of the Department to purchase the property in total, through use of eminent domain if need be, to conclude the sale. The property owner will have all relocation benefits available, and will reserve the right to challenge the Department's monetary offer and the right to seek a higher amount of monetary settlement through the NH Board of Land and Tax Appeals or if necessary the Court system. Landscaping measures to screen or buffer the property will be considered during the final design.

- 7 John Mason (Parcel S48) requested a sound barrier along the back of his Brady Avenue property. He expressed concern about all terrain vehicles and the safety of his backyard without such a barrier. He also expressed concern about stormwater runoff and flooding potential on his property.

The Department does not propose a sound barrier along I-93 in this location. Noise impacts were evaluated in this area but were found to not be sufficient to warrant noise abatement measures such as sound barriers. Chain link fencing along the proposed right-of-way is proposed to separate the highway facility from the adjoining residential properties. Drainage infrastructure, to be developed in detail during final design, will collect and direct highway runoff easterly, away from the property, to appropriate

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detention and treatment areas so as to not exacerbate existing drainage and flooding concerns.

- 8 Denise and David Pelletier (Parcel S49) requested a sound wall along their Brady Avenue property.

The Department does not propose a sound barrier along I-93 in this location. Noise impacts were evaluated in this area, but were not of a level to warrant noise abatement measures such as sound barriers.

- 9 Bruce and Helen Toker (Parcel S51) expressed concern about the removal of large mature trees associated with the Exit 1 reconstruction; increased noise and the lack of a sound wall proposed in this area; security and unauthorized access to their property; and adverse effects to their property due to wetland impacts. They suggested reducing the ramp radius to limit impacts and requested landscaping to offset the loss of vegetation behind their property.

The Department recognizes the concerns. Noise impacts were evaluated in this area, but were not of a level to warrant noise abatement measures such as a sound barrier. Fencing along the proposed right-of-way is proposed to separate the highway facility from the adjoining residential properties. The highway layout will include drainage facilities to ensure proper outlet control and storm water treatment so as to not exacerbate existing drainage and flooding concerns. The proposed geometrics of the ramp are required to make a meaningful safety improvement to the interchange. A substantial tree buffer will remain following construction, and consequently, replacement plantings are not proposed.

- 10 Francis J. Baggett (Parcel S60) requested confirmation that the Department intends to acquire his property on NH 38 immediately west of I-93.

The Department intends to purchase the entire property as the widening of I-93 directly impacts the property. The Department will proceed with the acquisition of the property. The Department is prioritizing the right-of-way acquisitions required. The Department will purchase the entire property as soon as possible within the overall requests for early acquisition.

- 11 Stephen Gudek, (Parcel S86) requested the raised median island on Pelham Road be shortened to allow full directional access to his property. He noted hardships for egressing vehicles, in particular ambulances from the Salem Medical Center patient care facility on the premises, to reverse direction to go easterly.

The request is acknowledged. The raised median island extending westerly will terminate just prior to Mr. Gudek's driveway. This represents a minor modification to the island length. In the future, should conditions change such that queuing traffic causes an unsafe situation, a raised median island may be extended along Pelham Road at the discretion of the Town of Salem.

- 12 Dennis McCarthy (Parcel S95) expressed concern about loss of trees and privacy, and impacts to his well, septic system, and stone walls. He requested that the sound wall proposed in the vicinity of Brookdale Road be extended across his frontage.

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The Department does not propose a sound barrier along the frontage of Mr. McCarthy's property. Noise impacts and mitigation measures were evaluated in the Brookdale Road area, as documented in the Draft Environmental Impact Statement. The evaluation indicated that the cost of a barrier for this segment of highway relative to the number of homes receiving a benefit would exceed what is allowable in accordance with State and Federal requirements. Project impacts to the well and septic system are not anticipated, but will be investigated further, and if there is a proven impact the Department will take corrective measures. During the final design phase, the Department will attempt to minimize work along Brookdale Road. Unavoidable impacts to the property, including the stonewall, will be addressed as elements of the right-of-way acquisition process, as appropriate.

- 13 Lynne Coryea (Parcel S104) requested a sound wall along her Jewel Drive property.

The Department proposes to construct a sound barrier along Ms. Coryea's frontage. Noise impacts and mitigation measures were evaluated at this location, as documented in the Draft Environmental Impact Statement. As a result of this noise evaluation, a sound barrier is proposed along I-93 in the vicinity of Jewel Drive.

- 14 John and Emily Smith requested a sound wall along the South Shore Road neighborhood and specifically, parcels S110 – S115.

The Department proposes to construct a sound barrier along this portion of South Shore Road in close proximity to the highway. The proposed sound wall does not extend to the south to include Parcels S114 and S115 as the criteria and guidelines to qualify for noise abatement are not met in the case of these properties. The noise evaluation indicated that extension of the noise barrier along this segment of I-93 would have little to no effect in reducing noise on these properties due to the topography.

- 15 John McKenna, representing Ibrahim and Majdoline Ash (Parcel S151) requested early acquisition of their Fairmont Street property and noted the intended development of the property.

The request is acknowledged. The property is required for construction of the proposed park and ride facility at Exit 2. The Department will proceed with the acquisition of the property. The Department is prioritizing the right-of-way acquisitions required. The Department will purchase the entire property as soon as possible within the overall requests for early acquisition. The intended use of the property will be considered in determining the fair market value of the property as part of the right-of-way acquisition process.

- 16 Brad and Sandra Doherty (Parcel S172) opposed the Exit 2 park and ride entrance and impacts to their property at the corner of Raymond Avenue and South Policy Road in Salem. They also noted opposition to the proposed bicycle path.

The Department recognizes the concerns. Improvements at the intersection of Raymond Avenue and South Policy Road are necessary to provide safe access to the existing business park and the proposed park and ride facility to be accessed via Raymond Avenue. During the development of final design, the Department will attempt to minimize impacts along the property frontage. Impacts to the property will be addressed as appropriate as elements of the right-of-way acquisition process. Relative to the bicycle path, a separate feasibility study concluded that bicycle movements would best be accommodated

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elsewhere. Therefore, the I-93 bicycle path is not proposed to be carried forward (see response to #71).

- 17 Ann Goggin, representing the owner of the Southeast Salem Business Park (Parcel S176) expressed concern about traffic operations and queuing at the Raymond Avenue/South Policy Road intersection. She suggested the possibility of an additional driveway from the Business Park site onto South Policy Road. She also requested that the park and ride facility be serviced with its own sewer line and not be tied in with the Business Park's private sewer line.

The Department recognizes the concerns. The proposed signalization of the Raymond Avenue intersection with South Policy Road is not expected to result in traffic queues that would block access to the Business Park driveway. Consequently, additional driveway access directly to South Policy Road is not proposed. During the development of the construction plans for this portion of the project, the specific signal timing will be re-evaluated, to ensure the proper operation of the intersection. Appropriate, independent sewer disposal for the park and ride facility will be determined during final design.

- 18 Norbert Pestana (Parcel S254) requested his property be acquired in its entirety noting concerns about noise, loss of tree buffer, and general impacts to his property. He also expressed concern about the project's impacts with respect to the Spicket River floodway.

The Department does not propose to acquire the property in its entirety. The project impacts are restricted to the westerly side of Policy Brook and will not disturb the existing buffer between Policy Brook and Mr. Pestana's house and yard. Slope encroachments between I-93 and Policy Brook will be necessary along a portion of Mr. Pestana's property, which is currently subject to an existing drainage easement for Policy Brook. In addition, a sound wall is proposed along the easterly side of I-93 to abate the noise from the highway. The proposed drainage and storm water treatment facilities, as well as project mitigation in the form of wetland creation, will provide flood storage to offset project impacts within the floodway, and as a result, the project's affect on flooding will be minimized.

- 19 Shiv Gupta (Parcel S271) expressed concern about increased noise levels. He noted that houses on his property were not depicted or taken into consideration. He requested a sound wall in the vicinity of his Brookdale Road property.

The Department does not propose a sound barrier along I-93 in the vicinity of Mr. Gupta's property. While noise impacts and mitigation measures were evaluated in the Brookdale Road area, as documented in the Draft Environmental Impact Statement, the evaluation did not extend as far as Mr. Gupta's property. Mr. Gupta's property is approximately 500 feet removed from the highway corridor and by inspection is not predicted to exceed noise abatement criteria. In addition, if a noise barrier was constructed along this segment of I-93, it would have little to no effect in reducing noise on Mr. Gupta's property due to the topography and distance from the highway.

- 20 Francis and Florence Cotter (Parcel S272) requested their stonewall on Brookdale Road be kept intact or relocated back from the road if impacted. They also expressed concern about alterations to existing drainage patterns on Brookdale Road.

The requests are acknowledged. During the development of the final design, the Department will attempt to minimize work along Brookdale Road. Unavoidable impacts

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to the property, including the stonewall, will be addressed, as appropriate, as elements of the right-of-way acquisition process. The proposed work along Brookdale Road will address issues of drainage during the development of contract plans with the intent that property owners will not experience appreciably different drainage patterns on their properties.

- 21 Timothy McNeil (Parcel W12) requested extending a proposed privacy fence to the limits of his property and planting evergreen trees along the fence to help reduce noise, air, and sight problems.

The Department proposes to extend the privacy fence as requested, which will visually shield the property from the highway. An existing buffer of vegetation between the property and the highway will remain, and consequently, additional evergreen landscaping on the backside of the fence is not proposed.

- 22 David Wright, representing Gary Armstrong (Parcel W19) requested early acquisition of the potential wetland mitigation site along I-93 Southbound near Cobbetts Pond.

The Department will honor the request to the extent practicable. At this time the Department continues to propose the acquisition of Mr. Armstrong's property as part of the mitigation for the project. With that said, the composition of the mitigation package is still being finalized and must be agreed to by State and Federal permitting agencies as part of the overall plan to address project impacts. Once the mitigation plan is finalized the Department will prioritize the right-of-way acquisitions required and, look to purchase the entire property as soon as possible.

- 23 Sidney Walters (Parcels W41, W45, W47) requested early acquisition of parcel W41 and requested retaining parcels W45 and W47 along NH 111 until needed for the actual construction required for I-93 and NH 111.

The Department will honor these requests. The properties are directly impacted by the relocation of NH 111. The Department will proceed with the acquisition of the property. The Department is prioritizing the right-of-way acquisitions required. The Department will purchase the entire property parcel W41 as soon as possible within the overall requests for early acquisition. Purchase of remaining parcels will be coordinated with the construction sequencing and will not proceed until construction is pending, with an allowance for sufficient lead time for relocation.

- 24 George and Marion Dinsmore (Parcel W42, W95, W49) requested complete and early acquisition of parcel W49 due to right-of-way and access impacts; retention of the remainder of parcel W42 with compensation for change in access and the relocation of the septic system; and retention of parcel W95 with modifications to the layout of NH 111 to provide for left-turn access through the center median island and to minimize encroachment onto the property.

The Department will proceed with the acquisition of parcel W49. The Department is prioritizing the right-of-way acquisitions required. The Department will purchase the entire property as soon as possible within the overall requests for early acquisition.

The developed portion of parcel W42 south of proposed relocated NH 111 is not required for highway purposes and therefore is not proposed to be acquired. The remaining lot will continue to have access via existing NH 111, but will not have access to relocated NH 111.

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The altered accessibility of the property will be considered and addressed as appropriate as an element of the right-of-way impact. The Department will work with the property owners through the final design and right-of-way acquisition process to relocate the septic system as previously conceptualized.

The request to retain parcel W45 is acknowledged. The widening of NH 111 will be modified, holding the northern curbline to minimize impacts along the property frontage. The Department does not propose to provide direct left turn access into the site via a left lane and a break in the proposed raised median island. The median island is an integral part of the traffic solution for Exit 3 and is needed to channelize traffic and eliminate conflicts along the highway between the signalized intersections. This median island provides orderly traffic progression, and manages access to preserve the efficiency of the improvements and the functional operation of the proposed interchange. Motorists will have the ability to make U-turns at the signalized intersections. Those U-turns will be allowed unless operational or safety problems arise in the future.

- 25 Albert Letizio (Parcel W43) requested that the remainder of Parcel W44 be considered as compensation for the portion of his property to be acquired.

The request is acknowledged. The disposition of the remainder of Parcel W44 will be considered as part of the right-of-way process. If the remnant of parcel W44 is of equitable appraised value to the impacts on Mr. Letizio's property, this trade will be considered as part of the right-of-way negotiations and settlement.

- 26 George, Brad and Gardner Dinsmore (Parcel W44) requested early acquisition of their NH 111 property and requested that the existing business be allowed to continue to operate until required for construction.

The requests are acknowledged. Parcel W44 is directly impacted by the relocation of NH 111. The Department will proceed with the acquisition of the property. The Department is prioritizing the right-of-way acquisitions required. The Department will purchase the property in its entirety as soon as possible within the overall requests for early acquisition. The Department will negotiate with the business operator to determine suitable lease arrangements and appropriate business relocation needs.

- 27 John and Ann Blanchard (Parcel W77) expressed concerns about the safety and security of their property given its proximity to the northbound barrel of I-93 and the proposed bicycle path. They questioned why a sound wall was not planned along their North Lowell Road property.

Noise impacts and mitigation measures were evaluated at this location, as documented in the Draft Environmental Impact Statement. The evaluation indicated that the cost of a barrier relative to the number of homes receiving a benefit would exceed what is allowable in accordance with State and Federal requirements. Consequently, a sound wall is not proposed along this section of I-93. Fencing along the highway right-of-way boundary is proposed to delineate and separate the highway facility from the adjoining residential properties. The fencing will provide a measure of security. In terms of safety, guard rail from the bridge will extend to the north some distance along the Blanchard frontage. There will continue to be a buffer between the highway travel way and the Blanchard's property. Relative to the bicycle path, a separate feasibility study concluded that bicycle movements would best be accommodated elsewhere. Therefore, the I-93 bicycle path is not proposed to be carried forward (see response to #71).

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- 28 John H. Sokul, representing 106 and 107 Indian Rock Road LLC and 82 Range Road LLC (Parcels W101, W93, and W102) requested modifying the proposed layout at Exit 3, locating it further to the west to allow the development of the property. If such modification can not be accommodated, he requested the Department acquire the property promptly with a right of first refusal for the owner to acquire any remainder not required for the project.

The Department proposes to move forward with the relocation of the I-93 mainline and the full reconstruction of the Exit 3 interchange. The essential elements of the layout of I-93 through Windham are supported by the Town. The layout proposed represents the culmination of a thorough evaluation of alternatives involving multiple interchange configurations as documented in the Draft Environmental Impact Statement. To shift I-93 further west would negate the benefit of providing additional buffer between the highway and Cobbetts Pond, and is also less practical for reasons of constructibility and maintenance of traffic.

The Department proposes to acquire only the portions of the properties that are required for the project layout, leaving the remainder for potential development. Considering the magnitude of the project impact, the necessary lead time to develop detailed plans supporting partial acquisitions, and the associated history of the property, the Department would consider complete acquisition if the owner requests.

- 29 Ellen Kurtz of the Sisters of Mercy of America (Parcel W94) expressed support for the Town of Windham's requested layout relocating NH 111A to intersect with NH 111 in the general area of the current northbound exit ramp/NH 111 intersection. She noted that such a configuration would provide better access to the proposed park and ride lot, provide access for future development in the Exit 3 area and on their property, and remove some commercial traffic from NH 111A as it passes through a residential area.

The Department is considering the suggested change to the proposed I-93 and Exit 3 layout. The suggested design change is being reviewed with the Town and the public to develop consensus on a preferred layout. The Department will continue to coordinate with the Town of Windham through the design process in an effort to reconstruct Exit 3 and provide access to the proposed park and ride that is in keeping, to the degree practicable, with the Town's planning goals for redeveloping the interchange area.

- 30 Diane Carpenter, representing the Windham Cooperative Kindergarten (Parcel W105) requested early acquisition. She noted the special circumstances of the school facility with respect to relocation needs and timing.

The Department will honor the request. The widening and reconfiguration of the Exit 3 interchange directly impacts the property. The Department will proceed with the acquisition of the property. The Department is prioritizing the right-of-way acquisitions required. The Department will purchase the entire property as soon as possible within the overall requests for early acquisition. The Department is aware of the Kindergarten's situation and the lead time necessary for finding a suitable new location. As part of the right-of-way acquisition process, the Department will provide advisory and financial relocation assistance in an effort to facilitate the school's relocation with as little disruption as reasonably possible.

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- 31 David Wright, representing Richard and Joan Shelton (Parcel W112) requested early and complete acquisition of their property along NH 111A, noting the hardship the proposed impacts to the property have had on the planned development of the site.

The Department will honor the request. The Department recognizes the difficulty the project has posed for the Shelton's relative to developing their property. The Department is prioritizing the right-of way acquisitions required. Keeping in mind the length of the project and the number of requests for early acquisition, the Department will purchase the entire property as soon as possible.

- 32 Carrie Brandano (Parcel W142) asked if her property would be acquired. She expressed concern about impacts during construction and inquired whether sound barriers could be constructed prior to beginning the highway construction. She also asked if there would be night construction, and if traffic would be detoured off of I-93.

Acquisition of the property is not required for the widening of I-93, and consequently the Department does not propose to purchase Ms. Brandano's property. During the development of the final design, construction sequencing will be determined. Where possible, sound walls will be constructed prior to reconstructing and widening the highway. In general, construction will be accomplished during daylight hours although night time work will be allowed for certain operations that adversely affect maintenance of traffic operations. It is intended that a minimum of two lanes of traffic in each direction will be maintained at all times through construction zones. Detours utilizing other State highways or local roadways are not anticipated or proposed at this time.

- 33 Nancy Gendron (Parcel D7) expressed concern about noise levels at her Spinnaker Drive location. She noted that a soundwall is not proposed along her property as it abuts the I-93 southbound barrel. She also expressed concern relative to the loss of trees, privacy, and safety; potential impacts to her property from blasting operations; and the loss of property value. She questioned the accuracy of the Department's mapping depicting the location of her house relative to I-93.

The Department recognizes the concerns. Noise impacts and mitigation measures were evaluated at this location, as documented in the Draft Environmental Impact Statement. The evaluation indicated that the cost of a barrier relative to the number of homes receiving a benefit would exceed what is allowable in accordance with State and Federal requirements. Consequently, a sound wall is not proposed along this section of I-93. As the contract plans for the highway are developed and the details of the impacts are better understood, consideration will be given to privacy fencing or landscape screening, if needed to minimize the visual impact of the highway and loss of existing vegetative screening. Fencing along the proposed right-of-way is proposed to delineate and separate the highway facility from the adjoining residential properties. Such fencing will provide a measure of safety. Appropriate monitoring of construction and blasting activities will be undertaken and, if there is a proven impact to Ms. Gendron's property, the Department will take corrective measures. The Department has verified the accuracy of the mapping, and the location of Ms. Gendron's house with respect to I-93 is correct. The proximity of the widened highway and other impacts will be considered as elements of right-of-way impacts to the property.

- 34 Francis and Jacqueline Skidmore, (Parcel D14) requested the complete acquisition of their Tracy Drive property noting concerns about noise, air quality, property devaluation, loss of privacy, and security.

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The complete acquisition of the property is not required for highway purposes. Noise impacts and mitigation measures were evaluated at this location as documented in the Draft Environmental Impact Statement. The evaluation indicated that the cost of a barrier relative to the number of homes receiving a benefit would exceed what is allowable in accordance with State and Federal requirements. Consequently a sound wall is not proposed along this section of I-93. The presence of prime wetlands also limits options relative to privacy fencing or landscape screening. Such items will be considered as practicable, in consultation with the owner, as part of the right-of-way acquisition process. Security fencing along the proposed right-of-way to separate the highway facility from adjoining residential properties will also be considered. Air quality impacts have been determined to be acceptable, within the parameters set by State and Federal regulations. The proximity of the widened highway and loss of privacy will be addressed as elements of the right-of-way acquisition process.

- 35 Patrice Sargent (Parcel D15) requested a privacy fence with reinstitution of a vegetative screen shielding her back yard. She noted concerns about safety and security.

The presence of prime wetlands and the general topography of the area limit options relative to privacy fencing or landscape screening. To the degree that such items are practicable, they will be considered in consultation with the owner, as part of the right-of-way acquisition process. Security fencing along the proposed right-of-way to separate the highway facility from adjoining residential properties will also be considered.

- 36 Donald Demers (Parcel D18) expressed concern about increased noise levels and requested a noise barrier or privacy screen be erected on or adjacent to his Fordway Extension property. He also requested trees and foliage impacted by the widening be replaced.

A privacy fence along Mr. Demers' property is proposed as part of the project. Noise impacts and mitigation measures were evaluated at this location, as documented in the Draft Environmental Impact Statement. The evaluation indicated that the cost of a barrier relative to the number of homes receiving a benefit would exceed what is allowable in accordance with State and Federal requirements. Consequently, a sound wall is not proposed along this section of I-93. Project impacts to landscaping and tree buffers on Mr. Demers' property will be addressed as elements of the right-of-way acquisition process.

- 37 Todd Hazard (Parcel D19) expressed concern about increased noise levels. He requested a noise barrier or privacy screen be erected on or adjacent to his Fordway Extension property abutting I-93.

A privacy fence along Mr. Hazard's property is proposed as part of the project. Noise impacts and mitigation measures were evaluated at this location, as documented in the Draft Environmental Impact Statement. The evaluation indicated that the cost of a barrier relative to the number of homes receiving a benefit would exceed what is allowable in accordance with State and Federal requirements. Consequently, a sound wall is not proposed along this section of I-93.

- 38 Steven J. Meade (Parcel L3) requested that the detention basin proposed to be located on his property be located elsewhere with adequate sound and sight provisions to not adversely affect his property. He further requested that the project not acquire any portion of his property.

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The Department recognizes the concerns. The proposed detention basin will be located on undeveloped property immediately to the north of Mr. Meade's property. This location minimizes the impact to Mr. Meade's property. However, some acquisition of Mr. Meade's property may be required for the project, in particular, to provide for a drainage outlet from the detention basin to the wetlands south of Mr. Meade's property. Appropriate landscaping and other visual screening of the detention basin area will be incorporated as part of the project as Mr. Meade suggests.

- 39 Robert McGann of Tedeschi Food Shops, (Parcel L81) expressed concerns about the proposed NH 28 median island limiting access to their business for southbound NH 28 traffic, especially truck traffic seeking diesel fueling. He also expressed concern about the amount of land acquisition along the rear of the parcel, and suggested a 15' adjustment to the proposed right-of-way. He also suggested a possible land swap and changes to driveway access in conjunction with the proposed park and ride lot layout.

The Department acknowledges the concerns relative to the raised median island as proposed at the Public Hearing. The raised median island between Perkins Road and Symmes Drive is now proposed to be modified to provide a dual use center turn lane that will provide left turn access to adjoining properties between Perkins Road and approximately 350 feet east of Symmes Drive. The raised median island along NH 28 for the Symmes Drive intersection will provide channelization for turning movements at the intersection. In the future, should conditions change such that queuing or turning traffic causes an unsafe situation, the raised median island may be extended along NH 28 between Perkins Road and Symmes Drive.

The suggested adjustment to the rear proposed property line and potential land swap appear feasible and will be further evaluated during the development of the detailed final design plans and will be considered as elements of the right-of-way acquisition process. Similarly, vehicle circulation issues internal to the property and access between the property and the park and ride lot, including an additional access at the rear of the property, will continue to be coordinated through the final design process.

- 40 Steve Poggi, Engineering Manager for Waste Management (Parcel L82) requested assistance in the approval and construction of an extension to the existing transfer station building which would enclose the transfer station's operations that would otherwise be seen from the proposed park and ride facility and the highway. He also requested that a visual buffer of their property, such as earth berms, fencing, or tree screen, be provided between the park and ride facility and the Exit 5 Southbound off ramp. He also requested that the access to the site via Symmes Drive allow for two way traffic and that a gate be provided to restrict unauthorized traffic that might otherwise access the transfer station property from the proposed park and ride lot.

The request for assistance is acknowledged. However, the approvals for the construction of an extension to the transfer station are a matter of local jurisdiction to be part of the Town's site plan review and permitting process. Physical property impacts and property acquisition will be addressed as elements of right-of-way negotiations. Appropriate landscape and visual screening at the park and ride lot will be incorporated as part of the project. Landscaping, fencing and other visual buffers will be considered along the I-93 southbound off ramp and NH 28, as appropriate, as part of the final design.

The park and ride lot layout and the access from Symmes Drive is intended to provide access to the Waste Management facility and other properties within the northwest quadrant of the Exit 5 interchange. The access will provide adequate width to allow for two-way traffic. A gate at the entry to the transfer facility from the Park and Ride, and

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appropriate signing to discourage unauthorized access, will be addressed as an element of the right-of-way acquisition process.

- 41 John Cronin, representing the Verani family (Parcel L93) expressed concern about the proposed raised median island along NH 28 precluding left turn access in and out of Auburn Road. He explained that the layout adversely affects access to the Verani family's business. He noted that the Veranis were unaware of such plans when their recently constructed building off Auburn Road was planned. It was requested that the Department meet with the Veranis to discuss the situation.

The Department acknowledges the concern, and as requested, has met with the owner to further discuss their concerns. The median will be modified to provide left turn access from NH 28 on to Auburn Road and a dual use center turn lane south of Auburn Road in lieu of the continuous raised median island. Left turn movements egressing from the unsignalized Auburn Road intersection will continue to be discouraged. Should conditions change in the future such that queuing traffic causes an unsafe situation, the break in the raised median island between signalized intersections may be discontinued at these unsignalized locations.

- 42 Sandra LaScola (Parcel L122) requested a sound wall be constructed to protect her Rockingham Road (NH 28) property.

Noise impacts and mitigation measures were evaluated at this location, as documented in the Draft Environmental Impact Statement. The evaluation indicated that the cost of a barrier relative to the number of homes receiving a benefit would exceed what is allowable in accordance with State and Federal requirements. Consequently, a sound wall is not proposed along this section of I-93.

- 43 Sandra DiPhillips (Parcel L125) expressed opposition to the project citing concerns about population growth and subsequent demands placed on schools and other local resources. She also expressed concern about impacts to her property relative to noise, property impacts associated with widening both I-93 and NH 28 at Exit 5, the resale value of her property, and safety for children and pets along NH 28.

The Department recognizes the concerns. Growth is an issue with or without the widening, and is an issue to be addressed by the local communities through their master planning and zoning ordinances. Noise impacts and mitigation measures were evaluated at this location, as documented in the Draft Environmental Impact Statement. The evaluation indicated that the cost of a barrier relative to the number of homes receiving a benefit would exceed what is allowable in accordance with State and Federal requirements. Consequently, a sound wall is not proposed along this section of I-93. The proximity of the highway and other direct impacts to Ms. DiPhillips' property will be considered as elements of right-of-way impacts to Ms. DiPhillips' property. The geometrics, number of lanes, and signals proposed along NH 28 are required to provide safe and efficient travel through the interchange area and nearby Town road connections. Safety along NH 28 will be maintained, with the concern expressed considered.

- 44 Angelo Rao Jr. (Parcel L126) requested complete acquisition of his Rockingham Road property due to increased noise levels from a wider I-93, potential changes to abutting wetlands adversely affecting his property, and the widening along NH 28 impacting the property's existing tree screen and driveway grade.

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The Department does not propose to purchase the property in total. The entire property is not needed for highway purposes and the project layout does not preclude the use of the property or of the buildings for residential purposes. Noise impacts and mitigation measures were evaluated at this location, as documented in the Draft Environmental Impact Statement. The evaluation indicated that the cost of a barrier relative to the number of homes receiving a benefit would exceed what is allowable in accordance with State and Federal requirements. Consequently, a sound wall is not proposed along this section of I-93. Measures will be taken as appropriate and practical during the final design to further minimize impacts along the NH 28 frontage. An appropriate driveway configuration and grade will be provided. The drainage design for the project will provide for proper outlet control and storm water treatment facilities so as to not exacerbate existing wetland high water elevations. Impacts to the property, the existing tree screen, and the driveway will be addressed as elements of the right-of-way acquisition process.

- 45 Raymond and Linda Rioux (Parcels L178, L220) requested early and complete acquisition of both their Reo Lane properties noting that parcel L220 has little or no value to them without the primary residence on parcel L178.

The Department will honor the request. The widening of I-93 directly impacts parcel L178. The Department will proceed with the acquisition of the property. The Department is prioritizing the right-of-way acquisitions required. The Department will purchase both properties in their entirety as soon as possible within the overall requests for early acquisition.

- 46 Marc and Jennifer Daneau, (Parcel M47) requested complete and early acquisition of their Bodwell Road property due to impacts from the project. They noted a number of concerns relative to the property's size, septic system location, and use as a day care.

The Department will purchase the property in total. The property impacts relative to the size of the parcel, septic issues, and use of the property as a day care are substantial. The Department will proceed with the acquisition of the property. The Department is prioritizing the right-of-way acquisitions required. The Department will purchase the entire property as soon as possible within the overall requests for early acquisition.

- 47 Nancy Logdahl requested a sound barrier to provide noise abatement for Bodwell Road properties.

Noise impacts and mitigation measures were evaluated at this location, as documented in the Draft Environmental Impact Statement, and a sound wall is proposed along the east side of I-93 in the vicinity of Bodwell Road. The wall will be similar in appearance to the soundwall recently constructed along the west side of I-93 as I-93 crosses over Bodwell Road.

- 48 Kurt Meisner, (Parcel 2032) representing the owners of property on Morrison Road in Windham, requested that the property be removed from consideration as a potential mitigation site. He noted sub-division plans are pending before the Windham Planning Board.

The property is not actively being considered as part of the recommended mitigation for the project. Mitigation in Windham is largely focused on the Southeast Lands properties as discussed with the Town.

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- 49 Donald and Ann Dollard (Parcel 2092) expressed concern about possible acquisition of their property in Auburn near Little Massabesic Lake for mitigating the impacts associated with the widening of I-93. Mr. Dollard noted the value of this potentially developable property (near the NH 101 Exit 2 interchange) to the town tax base and expressed difficulty understanding such use of this property so far removed from project itself.

The property is not actively being considered as part of the recommended mitigation for the project.

- 50 James Raymond, representing Paul Garabedian & Sons, (Parcel 2102) objected to the acquisition of the Garabedian's property in Auburn near Spruce Swamp for mitigating the impacts associated with the widening of I-93. He noted the disproportionately adverse affect to Mr. Garabedian and the need to balance public benefits with respect to the property's use as an active gravel pit providing construction materials.

The Department recognizes the concerns. The property is not actively being considered as part of the recommended mitigation for the project.

- 51 H. B. Peabody (Parcels 2107, 2127) objected to any acquisition of his property in Auburn near Massabesic Lake for mitigating the impacts to natural resources associated with the widening of I-93. He noted the detrimental impact that such acquisition would have to the continued functional use of the properties.

The properties are not actively being considered as part of the recommended mitigation for the project.

- 52 Roger Mathes (Parcel 2115A) objected to any acquisition of his property in Londonderry near Musquash Brook for mitigating the impacts associated with the widening of I-93. He noted the property is under professional forest management and is being kept for private stewardship purposes.

The property is not actively being considered as part of the recommended mitigation for the project. Additional mitigation in Londonderry is largely focused on properties north of the Musquash Conservation Area as prioritized by the Town's Conservation Commission.

- 53 Manchester Alderman Armand Forrest, Aline Lotter, and Priscilla Mattson, Hackett Hill issue chair of the Sierra Club, requested the mitigation plan for the project include undeveloped lands in the Hackett Hill area. They supplied documenting material including a petition from 42 "Hackett Hill Neighbors". They noted the high ecological sensitivity of the area, the adjoining conservation lands, and pending development pressures.

The Department appreciates the merit and value of the Hackett Hill area. However, other mitigation sites within the City of Manchester are more immediate to the corridor and are supported by the City for offsetting impacts to natural resources. The Department will continue to pursue these other sites.

- 54 Andrew Manning of the Crystal Lake Association, Manchester Alderwoman Betsi DeVries, Manchester Alderman Daniel O'Neil, Manchester Director of Planning and Community Development Robert MacKenzie and several other citizens requested the

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mitigation plan for the project include undeveloped lands adjacent to Crystal Lake. They cited the area's broad range of habitat and diverse environmental characteristics, existing preservation and stewardship efforts, heavy development pressure, and the high priority the City has placed on preserving this area. The City, through a resolution by the Board of Aldermen, had previously expressed support for preserving undeveloped property in the vicinity of Crystal Lake.

The Department will pursue the acquisition of Crystal Lake area properties as the Manchester component of the project mitigation package.

- 55 Ken Lipscomb offered the sale of an approximately one acre parcel on Cohas Avenue in Manchester abutting a potential mitigation site.

The offer is appreciated, but the Department must decline the offer. The abutting potential mitigation site is not under active consideration as part of the recommended mitigation for the project, and consequently acquiring this one-acre parcel would provide little credit in terms of permitting the project.

- 56 Robert Merrill questioned if the eminent domain process would be used to acquire property that is not directly needed for the highway widening. He expressed opposition to utilizing the right of eminent domain for procuring land for conservation/preservation purposes.

The right of eminent domain may be utilized to acquire private property for public use provided the public use is recognized through a public process. Property needed for mitigation purposes to comply with State and Federal permit requirements may be acquired through the eminent domain process. The Department's preferred method for property acquisitions is to reach a mutually satisfactory agreement with the property owner through negotiation, but the Department reserves the right to invoke eminent domain to acquire property necessary for the project, including property required for permitting purposes.

- 57 Bob and Linda Harvey requested that the proposed sidewalks on Pelham Road at Exit 2 remain in the project, that pedestrian lights and cross walks be incorporated at applicable traffic signal locations; that specific bicycle lanes be striped through the interchanges, that bicycle sensitive sensors be used at traffic signals; and that members of the NHDOT Bicycle/Pedestrian Advisory Board be allowed to evaluate the final plans.

The requested sidewalk on Pelham Road is included in the proposed layout and will be constructed as part of the project. At applicable signalized intersections, where there are pedestrian facilities, pedestrian phases will be included in the traffic signalization and cross walks will be provided.

Specific bicycle lane pavement markings are not currently proposed. As the project details are developed further in final design, the issue of providing for bicycle users through the interchange areas will be researched in more detail with input from the NHDOT Bicycle/Pedestrian Advisory Board considered. In keeping with Department practices, paved shoulders are proposed for shared use bicycle lanes. Traffic signal detection for bicycles will also be considered during the development of the final design.

- 58 Janet Joseph, Virginia Campiola, and Carol Higgins (with a petition of 64 West Shore Road neighborhood residents) expressed opposition to the location of the proposed park

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and ride facility at Exit 3 citing concerns about the intersection of the proposed access road opposite West Shore Road, increased traffic on NH 111A, security, street lighting, and the proximity to the residential neighborhood. They suggested the Department retain the existing park and ride at Wall Street instead.

The Department recognizes the concerns expressed. A park and ride facility at the Exit 3 interchange is an essential part of providing facilities visible from, and with convenient access to, I-93 to support expanded bus service and ride sharing in the corridor and promote opportunities for alternative means of transportation. Experience has shown that the existing park and ride lot at Wall Street is too far removed from the highway to provide efficient service. During final design, appropriate landscaping and lighting measures and will be considered to minimize impacts to the residential areas off West Shore Road.

As a result of Public Hearing testimony and subsequent discussions with the Town, the layout of the NH 111A/NH 111 intersection and the access to the proposed park and ride facility is being reviewed by the Department and the Town of Windham. An alternative design that would relocate NH 111A and the access to the proposed park and ride facility, and correspondingly address the West Shore Road traffic concerns, is under consideration. The Department will continue to coordinate with the Town of Windham through the design process to ensure the layout and location of the NH 111/NH 111A intersection and the access to the proposed Park and Ride is practicable and compatible with the Town's planning goals for the interchange area. The relocation of NH 111A will address the majority of concerns expressed relative to traffic impacts involving West Shore Road.

- 59 Robert and Frances Gamlin expressed concern about congestion where the signalized ramps intersect with NH 102 and NH 28 at the respective Exit 4 and Exit 5 interchanges. They suggested consideration of cloverleaf designs to facilitate safety and a smooth flow of traffic. They also expressed opposition to maintaining the median width along I-93 for future mass transit opportunities and to constructing a bicycle trail along I-93. They noted that maintaining the median width and constructing a bicycle trail result in additional impacts.

The Department recognizes the concerns. Full cloverleaf interchange configurations at these interchanges were not considered because of the substantial amount of land required for such configurations and the property impacts that would be incurred in such developed areas. The proposed layouts at the ramp intersections with NH 102 and NH 28 will provide sufficient lane capacity to properly address current and future traffic operations in the functional interchange areas. The preservation of room in the median area is integral to the overall layout of I-93 as a transportation corridor capable of providing for future mobility opportunities.

Relative to the bicycle trail, the issue has been addressed as part of a separate bicycle feasibility study to consider north-south bicycle movements from Concord to Salem. The study has recently concluded that bicycle movements in the area between Salem and Manchester would best be served by a bicycle trail along the abandoned Manchester-Lawrence railroad corridor. As such, the I-93 bicycle trail is not proposed to be carried forward as part of the widening of I-93.

- 60 Ed Groves of Hooksett suggested consideration be given to utilizing the breakdown lanes of I-93 during commuter hours as a means to provide immediate congestion relief. He also suggested that the widening be constructed within the existing median of I-93, to reduce cost and delay.

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The utilization of highway shoulders as periodic travel lanes was evaluated as documented in the Draft Environmental Impact Statement. It was considered to be unacceptable for safety reasons and the substantial cost involved. The preservation of room in the median area of I-93 is integral to the overall layout of I-93 as a transportation corridor capable of providing for future transportation mobility opportunities.

- 61 William Hall of Deerfield suggested ramp metering using automatic analysis of traffic on the I-93 corridor to meter the amount of traffic allowed to enter the highway as a means to relieve congestion. He also suggested that Exits 1 and 3 be closed due to their poor spacing relative to the other interchanges along the highway. In doing so, the safety and congestion along I-93 would be improved.

The Department considered Transportation Systems Management (TSM) techniques such as ramp metering in the development of the Draft Environmental Impact Statement. Such a technique is not considered feasible, as the highways feeding into the interstate do not have the capacity to handle the traffic that would back up from the interstate. Such backups would create safety and congestion problems and compromise emergency response in the local communities.

Elimination of existing interchanges is not practicable. The level of access to the interstate that exists today is expected and necessary to service established business and community centers and the regional highway system.

- 62 Harry Blunt of Concord Trailways requested that a larger ticket sales building, accommodating restroom facilities and small waiting area, be constructed at the existing Exit 4 park and ride lot.

The request is recognized. Additional infrastructure needs within the existing Exit 4 park and ride lot will be considered as part of the overall implementation of expanded bus service in the I-93 corridor.

- 63 Representative Charles McMahon requested installation of sewer and water facilities while the area of Exit 3 and NH 111 is under construction. He noted this utility work would offset construction impacts to Canobie Lake and Cobbetts Pond and serve as mitigation for economic impacts by fostering redevelopment in the Exit 3 area. Russ Wilder of the Windham Planning Board expressed concern that providing municipal sewer service in Windham would be adverse to the Town's master plan.

Representative McMahon's request is acknowledged. The Department agrees it may be appropriate for the Town to pursue sewer and water service to address future growth and to minimize potential impacts to important resources like Canobie Lake and Cobbetts Pond. However, municipal sewer and water services are municipal issues that should be addressed by the Town through its master planning and capital improvement programs. The Department will continue to coordinate with the Town, and should the Town pursue utility services, such infrastructure can be installed where it intersects with the highway construction, as part of the project as Town-participating items.

- 64 The Town of Windham through Margaret Crisler, Chairman of the Windham Board of Selectmen, had the following comments:

1) The Town expressed concern about the economic impact to the Town as a result of the property impacts associated with the project. She requests that the impacted businesses be

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given financial assistance to re-establish themselves in Windham, and thus minimize losses to the Town's tax base.

The Department will provide relocation assistance as appropriate under State and federal regulations, and work with the business owners displaced by the project to find suitable sites for relocating their businesses. The Department will continue to work with the Town and its planning efforts to foster redevelopment in the vicinity of Exit 3.

2) The Town requested that access to industrially zoned land north of relocated NH 111 be provided from NH 111 or Wall Street to avoid land locking the properties in this quadrant of the Exit 3 interchange.

The Department proposes to grant a single shared access point to the properties north of relocated NH 111 affected by the proposed Controlled Access layout of NH 111. Should a high traffic generating use be developed on this site utilizing this access, additional widening of NH 111 for turn lanes or potential traffic signals would likely be required. While the Department recognizes the merits of making this area accessible to Wall Street to access the proposed traffic signals, access to Wall Street via a drive across abutting private properties cannot be provided. The Department urges the Town to work through its development approval process with future developments to encourage interconnections and cross boundary easements to allow and encourage access to the area from Wall Street.

3) The Town requested the Department relocate the impacted historic buildings on NH 111A so that they remain in close proximity to their existing location.

The Department is aware of the high historical value of the buildings and will continue to work with the property owner and the cultural resource agencies to effect, to the extent possible, an appropriate relocation, preferably in close proximity to the existing location.

4) The Town requested that State owned properties in the vicinity of the project, including the existing Exit 3 park and ride lot on Wall Street and the golf course property on NH 111A, that are not utilized for the I-93 project, be released to the Town of Windham for economic development.

The request is acknowledged. The Department is evaluating state owned properties to be used to relocate displaced businesses in an effort to offset the economic impacts noted above. Properties not utilized for negotiating right-of-way settlements and not required for transportation purposes will be made available in accordance with RSA 4:40, the State's process for disposing of surplus property. As part of this process the Town will have an opportunity to purchase the surplus properties.

5) The Town suggested that the Department concentrate its effort to mitigate impacts to Windham's natural resources by acquiring undeveloped properties in the Southeast Lands area.

The Department will pursue the acquisition of properties in the Southeast Lands area as the Windham component of the project mitigation package to offset impacts to natural resources. The mitigation for the I-93 project will be considered separately and apart from the already approved and permitted NH 111 Bypass project.

6) The Town expressed concern about the level of salt use and the ramifications to the water quality of Canobie Lake and Cobbetts Pond.

The Department recognizes the importance of the Canobie Lake and Cobbetts Pond as important water resources to the Town and the region. The potential effects of the project and roadway salt usage have been considered in the Draft Environmental Impact Statement

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and will be reevaluated in further detail in the Final Environmental Impact Statement. The project incorporates best management practices to improve the water quality of highway runoff and lessen the effect on water resources such as Canobie Lake and Cobbetts Pond. Specific to Canobie Lake and Cobbetts Pond, the proposed project layout shifts I-93 further away from both water bodies and provides enhanced treatment measures involving multiple extended detention basins and swales to treat storm water runoff from nearly 100 percent of the highway area, a substantial benefit over existing conditions. In addition, where practicable existing wetlands will be enlarged or rejoined and otherwise enhanced to provide natural treatment of highway runoff. The Department fully appreciates the importance of these natural resources and is taking reasonable and prudent precautions to minimize and reduce impacts to water quality.

7) The Town suggested a study be undertaken to evaluate the need for a utility corridor for supplying sewer and water services in the Canobie Lake and Cobbetts Pond watersheds.

The request is acknowledged. The Department believes it may be appropriate for the Town to consider sewer and water services to address future growth and to minimize potential impacts to important resources like Canobie Lake and Cobbetts Pond. However, municipal sewer and water services are municipal issues that should be addressed by the Town through its master planning capital improvement program. The Department will continue to coordinate with the Town, and should the Town pursue utility services or identify a corridor location, such infrastructure can be installed where it intersects with the highway construction, as part of the project as Town-participating items.

8) The Town expressed concern about the potential impact to Town emergency response services during construction.

The Department recognizes the concern. Regarding incident management along the I-93 corridor, the on-going coordination now taking place with local, regional, and state emergency response personnel will continue to develop better, more efficient incident management procedures. Specific incident management procedures and protocols will be made part of the construction documents and specifications. In addition, Intelligent Transportation Systems (ITS) will be employed to more efficiently manage traffic and enhance incident management before, during, and after construction. The Department will also employ detailed traffic control plans for all phases and in all locations of the construction in an effort to ensure, as practicable, safe and efficient flow of traffic and the ability for emergency response. The development of the traffic control plans will be coordinated with local emergency service personnel.

9) The Town suggested a design change at Exit 3 interchange area that would relocate NH 111A to intersect with NH 111 in the general area of the current northbound exit off-ramp/NH 111 intersection. The layout would result in the signal at the existing NH 111/NH 111A intersection being eliminated. The proposed park and ride lot would have full access to the relocated signalized intersection at NH 111. This Town proposed layout would support existing commercial uses on NH 111A, preserve future economic development opportunities, and relieve traffic along a portion of NH 111A as it passes through a residential area.

The Department is in the process of reviewing the proposed modifications with the Town and the public to develop consensus on a preferred layout. The final determination will be documented in the Final Environmental Impact Statement. The Department will continue to coordinate with the Town of Windham through the design process in an effort to reconstruct Exit 3 and provide access to the proposed park and ride that is in keeping, to the degree practicable, with the Town's planning goals for potential redevelopment in the interchange area.

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10) The Town expressed concern about a proposed wetland mitigation area (the conceptual storm water detention basin location) impacting a discontinued road/trail near County Road.

The concern is acknowledged. During final design, the trail will be relocated, or the layout of the drainage detention basin modified, to allow for the trail to remain continuous.

11) The Town requested that Wall Street be extended to connect to Londonderry (North Lowell) Road to reduce the volume of traffic through the Town Center. In doing so, the increase in traffic through the Town Center would be offset or mitigated.

The request is acknowledged. While the requested extension may have merit in reducing traffic volumes through the Town Center, the extension of Wall Street is an independent issue beyond the scope of the I-93 project. The Department will continue to coordinate with the Town and the Rockingham Planning Commission, regarding a corridor study to evaluate NH 111 between Wall Street and North Lowell Road and consider possible improvements to address traffic issues. It is envisioned that an extension of Wall Street to Londonderry (North Lowell) Road may be one possible solution which will be explored in the study.

12) The Town requested installation of utility conduit for future utilities under I-93 between Wall Street and Mockingbird Hill Road. The Town also requested that bridge substructures be designed to allow for future underground utility installations.

The request is acknowledged. The Department will coordinate with the Town of Windham for the location and size of a utility sleeve under I-93 and for the potential future locations for underground utilities through bridge underpasses.

13) The Town requested consideration of an underpass under I-93 to allow for connecting the Rockingham Recreational Trail, on the west side of I-93, with the Manchester and Lawrence (M&L) abandoned railroad line on the east side of I-93. The Town also expressed concerns about the proposed bicycle path conflicts through the Exit 3 interchange area and requested a connection of the bicycle path to Griffin Park.

The requests are acknowledged. An underpass is feasible but may not be practicable given the proximity of the North Lowell Road underpass and due to the required length of such an underpass to cross under both barrels of the widened highway and median. In addition, the recently completed Salem-Concord Bikeway Feasibility Study recommends the development of a regional bicycle trail along the former M&L abandoned railroad corridor. Therefore, the I-93 bicycle path is not proposed to be carried forward. During the final design, reasonable and appropriate connectivity between the two trails, and other points of interest, whether via a separate underpass, separate path sections parallel to the highway, or "on-road" routes, will be coordinated along with the local and regional implementation of the Bikeway Feasibility Study recommendations. As the project details are developed further in final design, the issue of providing for bicycle users through the interchange area will be defined in detail.

- 65 Paul Doolittle writing for the Derry Town Council supports the widening of I-93 to address safety and congestion issues, but suggested that future growth will place an undue burden on the Town of Derry. The Town supports the importance of the Sybiak Farm properties as project mitigation to offset impacts to the wetland resources, but also recommended that several other areas be preserved as additional project mitigation in Derry. Mr. Doolittle also recommended that the bridges over Fordway Extension and Kendall Pond Road be lengthen to accommodate separate bicycle and pedestrian lanes.

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The Department recognizes the concerns. The Department will pursue the acquisition of the Sybiak Farm property as a component of appropriate mitigation for Derry to address direct impacts to natural resources. The Department appreciates the merit and value of the other suggested sites, however, to balance the mitigation within the corridor communities in accordance with the degree and magnitude of impacts within each community along the corridor, the Department does not propose additional mitigation in Derry.

The existing bridges over Fordway Extension and Kendall Pond Road have recently been reconstructed and require only some additional widening. Therefore, complete replacement of the bridges to lengthen them to provide separate bicycle and pedestrian lanes is not proposed. Four-foot paved shoulders exist along the roadways under the bridges for shared use.

- 66 John Silvestro, Chairman of the Londonderry Town Council, writing for the Town, encouraged consideration for implementing railroad service within the region served by I-93. Relative to more localized issues, the Town recommended revising the layout at the Exit 5 interchange to relocate Perkins Road to intersect with NH 28 opposite Symmes Drive, and in general facilitate access between local roadways and NH 28. The Town also recommended that the Waste Management property be utilized as the Exit 5 park and ride lot location, and requested additional project mitigation be located in Londonderry. The Town also raised a number of technical issues relative to traffic modeling and future traffic volumes, base line water quality data, air quality data, and well water and aquifer data.

The Department recognizes the need to prepare for future mobility, including rail, as necessary for the State's Transportation system in the future. The layout for widening I-93 contains a number of features that will assist in reinstituting rail service and other mobility options when the need is apparent and funding available.

The Department does not propose to relocate Perkins Road to intersect NH 28 across from Symmes Drive due to the additional property and environmental impacts such a realignment would entail. However, the issue of providing more direct access to intersecting Town roads is recognized. The continuous median islands previously proposed along NH 28 will be modified to provide left-turn movements into Perkins Road and Auburn Road. Between Auburn Road and approximately 350 feet north of Industrial Drive, and between Perkins Road and approximately 350 feet east of Symmes Drive, two-way center turn lanes are proposed. Left turn movements egressing from these unsignalized intersections will continue to be discouraged. Should conditions change in the future such that queuing traffic causes an unsafe situation, the raised median island may be extended through these unsignalized locations.

The Town's preferred location for the Exit 5 park and ride facility is acknowledged. The Waste Management facility was seriously considered, but is not preferred due to the uncertainties and difficulties of permitting, and the potential costs associated with relocation of the transfer facility. The Department's proposed park and ride site, predominantly utilizing parcels L79 (Cycle World) and L80, was selected to lessen the overall property impacts (as compared to other alternatives) while providing an appropriately sized facility.

The Department agrees that additional mitigation in the Town of Londonderry is appropriate and balances the mitigation within the corridor communities in accordance with the degree and magnitude of impacts along the corridor. The Department will pursue the acquisition of Musquash Brook area properties, in keeping with prioritization of potential mitigation sites by the Town's Conservation Commission, as well as the Northwood property, adjacent to the advance mitigation site on South Road, as part of the Londonderry component of the project mitigation package.

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The technical issues raised by the Town are being addressed as part of the Final Environmental Impact Statement documentation. The Town's input regarding these issues is appreciated:

- 67 Michael DiBitetto, Chairman of the Hooksett Town Council, writing for the Council, expressed concern over the mitigation sites under consideration in Hooksett. The Council felt that no land in their community should be acquired for mitigating impacts associated with the I-93 project as the use of property in Hooksett for mitigation purposes relative to widening I-93 is not compatible with the Town's planning efforts. Several elected officials and Tim Johnson, Hooksett Conservation Committee, urged preservation of sites in Hooksett if mitigation is to be considered outside the corridor communities.

The Department recognizes the Town of Hooksett's concerns. No properties in the Town of Hooksett are actively being considered as part of the recommended mitigation for the project.

- 68 Representative Richard Cooney of Salem and Cliff Sinnott, Executive Director of the Rockingham Planning Commission, writing for the Salem-Windham-Plaistow MPO, suggested consideration of a park and ride facility at Exit 1 in Salem in light of the pending redevelopment of Rockingham Park.

The Department has tried to locate a park and ride facility in the Exit 1 area with little success due to a lack of prospective sites. There has been speculation regarding the potential redevelopment of the Rockingham Park site, but no substantive plans. There is concern that given the relative proximity of Exit 1 to destinations in Massachusetts, a facility at Exit 1 might experience a level of use that is not cost effective. The proposed facility at Exit 2 will service the Salem area and provide ready access to the highway. Should the owners of the Rockingham Park property be interested in accommodating a multi-modal transportation facility, the Department would pursue additional studies to consider such a proposal.

- 69 Cliff Sinnott, Executive Director of the Rockingham Planning Commission, writing for the Salem-Windham-Plaistow Metropolitan Planning Organization (MPO), supports the project overall, urging that it be implemented as soon as possible. He also advocates the project include aggressive transit alternatives. He also expressed concern about growth in the corridor and encouraged State and Federal agencies to work cooperatively to assist communities in managing growth and its impacts. In addition, he provided detailed comments summarizing the MPO positions on various project issues including environmental streamlining; rail alternatives and ridership projections; Transportation Demand Management; transit, bicycle and pedestrian facilities; traffic management; HOV lanes; and additional "conservation" mitigation. Relative to other specific design issues, he requested further consideration of the Exit 2 loop ramp interchange configuration alternative. He also requested that improvements to the Pelham Road/South Policy Street intersection be included in the project.

The Department is committed to expanding and enhancing mobility options in the I-93 corridor. The proposed layout includes construction of three new park and ride/bus station facilities and the Department is working to expand the commuter bus service to Boston that currently operates from the Exit 4 interchange to include service to other interchanges along the corridor. The Department also plans to enhance the commuter service and implement bus service between southern New Hampshire communities and employment centers along the I-93 corridor in northern Massachusetts.

The Department recognizes the concerns relative to growth in the corridor and the needs of the area communities in coping with growth issues. The Department is proposing to include funding for technical planning assistance for the communities in the region around the I-93 corridor to plan for growth and develop land use regulations and other tools that will support the communities' planning efforts. The Department is working cooperatively with the Office of State Planning, the Department of Environmental Services and Regional Planning Commissions in developing the framework of this technical assistance program and will seek the input from other agencies as well as the local communities relative to the make up of the program.

The Department does not propose to reconstruct the Exit 2 interchange utilizing a loop ramp configuration. The two interchange configurations considered at Exit 2 are documented in the Draft Environmental Impact Statement. The Diamond configuration is preferred as it reduces property impacts; reduces impacts to wetlands in the northwest quadrant of the interchange; improves geometry with respect to down hill grades along I-93 SB; and eliminates the need for a third bridge structure spanning Pelham Road.

The Pelham Road/South Policy Street intersection was recently improved and the existing number of lanes and lane widths are adequate to accommodate existing and projected traffic volumes. Minor geometric improvements are proposed to provide consistent shoulders and adequate turning radii at the intersection.

The detailed comments summarizing the MPO positions on the various issues raised in the Draft Environmental Impact Statement are being addressed as part of the Final Environmental Impacts Statement documentation. The MPO's input regarding these issues is appreciated.

- 70 Several environmental groups expressed specific concerns or provided technical comments regarding the Draft Environmental Impact Statement. Among those, the Conservation Law Foundation, Audubon Society of NH, NH Public Interest Research Group, Sierra Club NH Chapter, Society for the Protection of NH Forests, Appalachian Mountain Club, and NH Lakes Association, in joint comments, expressed the opinion that the widening of I-93 as proposed is a poor investment, and that a more sustainable approach to transportation must be developed. They raised numerous and detailed concerns with the Draft Environmental Impact Statement in regards to the alternatives analysis, secondary land use impacts, air quality impacts, surface waters and aquatic life, wetlands and wildlife habitat, socio-economic impacts of secondary land use, and the public participation process. They expressed concern that the Draft Environmental Impact Statement was inadequate and urged the permitting agencies and the Special Committee to reject the project layout.

The Department acknowledges the concerns expressed. Many of the issues and concerns regarding, secondary land use impacts, mitigation, mass transit and rail alternatives, and the scale of the proposed layout (i.e. 3 vs. 4 lanes) are addressed in the ensuing replies (see #72, #73, #74, and #75). The Department and other State and Federal agencies participated in the review of project issues and the analysis of alternatives, and found the study process, the project scope, and alternatives analysis to be appropriate. The project issues and alternatives were discussed at numerous public meetings held within the communities along the corridor throughout the project development. The Draft Environmental Impact Statement documents the issues and alternatives considered, and the reasoning involved.

Project impacts to air quality, surface waters, wetlands and wildlife habitat were addressed in the Draft Environmental Impact Statement. The proposed layout is included as part of the FY 2003 Conformity Determinations for Transportation Improvement Programs,

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Transportation Plans, and Regional Emissions Analysis of Transportation Projects, dated November 8, 2002, approved by Federal Agencies, and satisfies conformity requirements. The other issues are being evaluated in additional detail, and the results of these studies will be included in the Final Environmental Impact Statement, supplementing the information presented in the Draft Environmental Impact Statement.

The public participation process was consistent with both State and Federal requirements and policy. Many opportunities were provided for public input into the project development process with approximately 50 Advisory Task Force, Public Informational, and Resource Agency review meetings conducted in the communities along the corridor. Copies of the Draft Environmental Impact Statement were mailed to State, Regional and Federal agencies; the local governing bodies, Planning Boards, Conservation and Historic Commissions, and libraries of the five corridor communities; and was available via the internet and the I-93 project web-site. Relevant excerpts from the Draft Environmental Impact Statement, dealing with secondary land use impacts and mitigation, were also mailed to the governing bodies of surrounding communities in the secondary impact study area.

The detailed concerns and technical comments expressed regarding the Draft Environmental Impact Statement will be individually addressed in the Final Environmental Impact Statement documentation.

- 71 A number of citizens and public officials expressed support for inclusion of bicycle facilities and the proposed bike path in the project layout. A number of other citizens and public officials also questioned the viability and usefulness of the proposed bicycle path noting the close proximity to the interstate, and additional wetland and property impacts.

The Department recognizes the need to improve bicycle and pedestrian accommodations, particularly north-south movements between Salem and Concord, New Hampshire. In recognition of this issue, the Department recently completed a separate Bikeway Feasibility Study to identify alternative transportation corridors for pedestrian and bicycle travel between Salem and Concord. In the area between Salem and Manchester the Feasibility Study recommended the development of a rail trail facility located along the abandoned Manchester – Lawrence railroad corridor, and in essence that the I-93 bicycle path should not be pursued. As a result of these findings, the highway layout for I-93 will be modified to not include a bicycle path within the I-93 corridor. The Department will continue to work with regional and local officials to implement the Bikeway Feasibility Study recommendations.

- 72 A number of communities, organizations, and citizens expressed concern that widening the highway would bring more growth and development pressure to the region than would otherwise occur. They expressed concerns about the potential ramifications relative to urban sprawl, changes to the rural character of their communities, their overall quality of life, and the strain additional growth will put on municipal services.

The Department recognizes that continued growth and development pressure is a concern in the region. The amount of growth and the possibility of additional growth have been considered and evaluated as documented in the Draft Environmental Impact Statement and will be considered further in the Final Environmental Impact Statement. That additional growth is continuing is an issue of broad significance to the region and the State, and is not specific to the project. Causal links between improvements to an existing link in the transportation system and additional growth is at best speculative. The Department's study indicates that the region influenced by I-93 may grow in population by nearly 25% by the year 2020 whether the highway is widened or not. Widening the highway may

result in an additional 7% of growth in the same time frame. Where and how this future growth will occur will be heavily influenced by local land use planning policy and practice and a number of other factors besides transportation infrastructure. In recognition of the interrelationship between land use and transportation, and the adverse affect unplanned growth poses for the State's transportation system (as well as numerous other systems and resources), but understanding that land use policy is the prerogative of the local communities, the Department is proposing to include funding for technical planning assistance to help the communities in the I-93 region better plan their local land use. The Department is currently working with the Office of State Planning, the Department of Environmental Services, and the Regional Planning Commissions in developing this technical assistance program.

- 73 A number of communities, organizations, and citizens expressed concern that the proposed mitigation plan was inadequate and should be expanded to address the potential impacts associated with the additional growth that may occur due to widening the highway. Many people felt that, in addition to the communities directly affected by the widening of the I-93 corridor, mitigation should be provided for communities outside those directly affected by the widening to offset development pressure and preserve open space in these "second-tier" communities. They urged consideration of a mitigation plan similar to that put forth by the US Environmental Protection Agency which identified sites that would preserve open land or wildlife corridor areas that may be under development pressure. Several citizens and transportation groups opposed the expenditure of additional transportation funds for mitigation purposes particularly considering the size and cost of the mitigation package proposed by the Department in the Draft Environmental Impact Statement.

The Department agrees that preserving open space and maintaining community character are important statewide issues. The Department does not believe that it is the project's responsibility to provide mitigation for growth that is uncertain and speculative in terms of magnitude, location, and time frame. In addition, it would be expected that the development resulting from such future growth as may occur would be appropriately mitigated by the developer in accordance with State and Federal regulations. While the various properties suggested are likely worthy of preservation, it is not a reasonable use of transportation funds to support these conservation needs. The Department proposes that project mitigation address the direct impacts to natural and cultural resources, and in doing so the overall functions and values of the impacted resources are not diminished. The mitigation package put forward in the Draft Environmental Impact Statement is intended to meet this need. The final mitigation measures will be agreed to by the State and Federal permitting agencies as part of the overall plan to address project impacts.

- 74 A number of citizens expressed concern that mass transit, and commuter rail alternatives in particular, should be more thoroughly considered and included as part of the project. Many of those supporting rail service suggested that rail service is necessary to provide a more balanced and sustainable long-term solution to growth and congestion. A number of those supporting rail alternatives favored specific corridors, most notably the abandoned Manchester and Lawrence Railroad corridor. Opposition was also expressed relative to providing a rail element as a major part of the project construction. Those in opposition to a rail component expressed concern about the cost of the service relative to the likely ridership, and the legality of the diversion of highway funds for non-highway purposes.

The Department recognizes the need to seriously plan for future mobility options. Mass transit modes of transportation, including rail alternatives, were evaluated in terms of their ability to address the safety and capacity deficiencies of I-93 relative to its existing and future level of service. The evaluations are documented in the Draft Environmental Impact Statement. The studies indicate that the implementation of such modes at this time

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would not provide adequate relief for I-93 to alleviate the need to widen the highway or reduce in a substantive way the magnitude of the improvements proposed. In addition, mass transit alternatives would not address the safety concerns identified, nor the conditions of the highway's aging infrastructure. The highway requires reconstruction and widening to address both the immediate and future transportation needs of the corridor regardless of what alternative modes of transportation might also be made available.

The Department supports an integrated transportation system including mass transportation and recognizes that a choice of transportation modes will be increasingly important in addressing New Hampshire's future mobility needs. The proposed layout includes the construction of three new park and ride/bus station facilities to support expanded and enhanced bus service and ride share opportunities in the corridor. The Department is working to implement both expansion of the commuter bus service operating in the corridor today to provide service at other interchanges, and enhancement of bus service between southern New Hampshire communities and employment centers along the I-93 corridor in northern Massachusetts. The proposed layout also provides flexibility to accommodate, and not preclude, future mass transit opportunities by incorporating space within the highway median for a possible future light rail line or other mass transit alternatives. In addition, the Department is embarking on a Transit Investment Study in conjunction with the Commonwealth of Massachusetts to consider in more detail the long-term rail and transit needs for the greater I-93 corridor between Manchester and Boston. This joint study is important to meaningfully address the mutual, and interrelated, long term transportation needs of both states within the region served by I-93. Through this study, mass transportation options will be evaluated from a regional perspective in an effort to plan transportation opportunities and prolong the capacity and condition of existing facilities.

- 75 A number of citizens, concerned with the magnitude of the project as proposed, suggested that I-93 be widened to only 3 lanes in each direction as opposed to the 4 lanes in each direction proposed. Most of those favoring 3 versus 4 lanes, supported a 3-lane widening alternative in conjunction with rail alternatives. Others favored a 4-lane alternative, noting that a 3-lane alternative may require additional widening, and accompanying disruption, soon after the 3-lane construction is complete.

A 3-lane alternative was considered in the evaluation of the project alternatives and was documented in the Draft Environmental Impact Statement. Widening to 3 lanes in each direction would not provide adequate capacity for predicted future travel demand in the corridor, particularly from Exit 3 south. In addition, widening to 3 lanes in each direction would involve a construction footprint similar in size and impact to the 4-lane alternative as the highway would need to be over widened to maintain 2 lanes of traffic during construction. As a result, the magnitude of project cost and resource impact associated with 3 lanes approaches the level of cost and impact associated with widening to 4 lanes in each direction. In the final analysis, the Department believes that widening I-93 to 4 lanes in each direction is a reasonable and prudent approach that best serves the transportation needs of New Hampshire for the movement of people and goods.

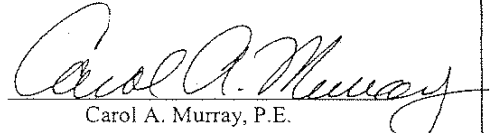
- 76 A large number of citizens, and local and regional officials expressed support for the project noting it was needed as soon as possible to address major safety concerns, outdated geometrics, a relatively narrow width, the poor condition of the infrastructure, and the excessive traffic volumes and congestion along the existing facility. They noted that improvements to I-93 are long overdue and vitally important to the economic well being of the business and tourist industry of the region and the State. A number of citizens and local officials also voiced opposition to the project noting concerns relative to air quality, water quality, population growth and sprawl development, the lack of mass transit

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opportunities, and the cost of the project. Most of those voicing opposition to the project as proposed expressed recognition of the need for some degree of improvement along the corridor, but questioned the broader ramifications of secondary growth, the amount of project mitigation, and the potential for mass transit.

The Department recognizes and respects the concerns expressed. The need for the project is largely self-evident and is documented in the Draft Environmental Impact Statement. Impacts to natural, cultural, and historic resources, and socio-economic issues have been addressed in the Draft Environmental Impact Statement and will be refined and expanded upon in the Final Environmental Impact Statement. The mitigation for the direct impacts associated with the project is appropriate with respect to those impacts, and is innovative in response to growth concerns through the proposed technical assistance component of the project. Numerous meetings with the public, local officials, and environmental resource agencies were held during the development of the project to determine a layout that incorporated local and regional needs. The project as proposed represents a reasonable and practical means of addressing existing safety and congestion concerns and the future transportation and mobility needs in the corridor. The layout proposed provides the flexibility to accommodate future travel modes, and in conjunction with Massachusetts, long-term planning efforts to further explore mass transit options are proposed. The Department will continue to work with the communities and environmental agencies to address concerns, incorporate refinements, and minimize impacts through the final design process.

11/3/03  
DATE

  
Carol A. Murray, P.E.  
Commissioner  
NH Department of Transportation

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-7000

OFFICE OF THE ASSISTANT SECRETARY  
FOR COMMUNITY PLANNING AND DEVELOPMENT

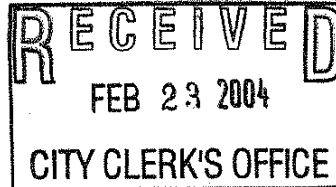
February 17, 2004

RECEIVED

FEB 20 2004

MAYOR'S OFFICE

The Honorable Robert A. Baines  
Mayor of Manchester  
One City Hall Plaza  
Manchester, NH 03101



Dear Mayor Baines:

I am pleased to inform you that the Fiscal Year (FY) 2004 budget for the Department of Housing and Urban Development has been enacted. Therefore, I am able to provide you with your FY 2004 full-year allocations for the Office of Community Planning and Development's (CPD) formula programs: Community Development Block Grants (CDBG); HOME Investment Partnerships; Housing Opportunities for Persons with AIDS; and Emergency Shelter Grants. In addition, FY 2003 and 2004 funds are included for the American Dream Downpayment Initiative (ADDI) under HOME, which was signed into law on December 16, 2003. FY 2003 ADDI funds were not allocated last year in the absence of authorizing legislation. ADDI will provide low-income families with the opportunity to build assets and share in the American dream.

HUD's budget is included in the "Consolidated Appropriations Act" for FY 2004, which dictates an across-the-board reduction of 0.59 percent. According to the law, the Department is required to reduce each program contained in the Act by that amount. CPD's formula programs are not exempt from this cut. The 2004 allocations below have already been reduced to reflect this requirement. Also, the amounts reflect reallocated funds in the CDBG and HOME programs. The allocations reflect the level of funding approved for these programs in your community and replace the planning numbers for FY 2004 which were previously made available by HUD.

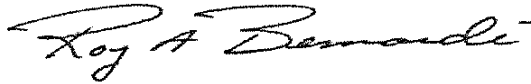
The following amounts represent your FY 2004 allocation(s) and FY 2003 ADDI allocation:

Community Development Block Grant	\$2,227,000
HOME Investment Partnerships	\$913,534
American Dream Downpayment Initiative - FY 2003	\$52,223
American Dream Downpayment Initiative - FY 2004	\$61,625
Housing Opportunities for Persons with AIDS	\$0
Emergency Shelter Grants	\$82,597

As you know, performance measurement is becoming increasingly important in demonstrating the overall achievements and success of federal programs. In addition to reporting on how funds are used, we must also be able to show how they contribute to revitalizing our neighborhoods and improving the quality of life of our citizens. Therefore, I hope I can count on your support for using a local performance measurement system in your community to help further demonstrate the local accountability of these CPD investments.

I look forward to continuing our partnership to assist lower income residents in your community(state). As always, HUD is available to provide any assistance you require in implementing your programs. If you or any member of your staff has questions concerning this matter, please contact your local CPD Division Director.

Sincerely,

A handwritten signature in cursive script, reading "Roy A. Bernardi".

Roy A. Bernardi  
Assistant Secretary

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Accounts, Enrollment and Revenue Administration respectfully recommends, after due and careful consideration, that the Board of Mayor and Aldermen request the Mayor to include appropriate resolutions in his budget presentation for referral to the Committee on Finance for further consideration, and with the intent that same will be referred to public hearing with the School District and other budget resolutions.

Respectfully submitted,



Clerk of Committee

H

# Manchester School District

School Administrative Unit No. 37  
196 Bridge Street, Manchester, NH 03104-4985  
Tel: 603-624-6300 • Fax: 603-624-6337

**Michael Ludwell, Ph.D.**

*Superintendent of Schools*

**Frank G. Bass, Ph.D.**

*Assistant Superintendent  
Secondary Education*

**William E. Sanders**

*Business Administrator*

**Henry J. Aliberti Jr., Ed.D.**

*Assistant Superintendent  
Elementary Education*

December 16, 2003

Alderman William Shea, Chairman  
Committee on Accounts  
Board of Mayor and Aldermen

Dear Alderman Shea:

Attached for your review and consideration are resolutions to establish five Expendable Trusts. The Board of School Committee approved these resolutions on December 8, 2003.

Your attention to this matter is greatly appreciated. Please call me a 624-6300, extension 119, if you have any questions or require any additional information.

Sincerely,



William E. Sanders

Cc: Honorable Mayor Baines

Dr. Michael Ludwell, Superintendent

Leslee Stewart, Vice Chairman, Board of School Committee

Tom Donovan, Chairman, Finance Committee

Kevin Clougherty, City Finance Director

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TO: Manchester Board of School Committee  
FROM: Finance Committee  
DATE: December 8, 2003  
RE: Expendable Trust Resolutions

At the Finance Committee meeting held on December 1, 2003, the Committee reviewed recommendations relative to the above-mentioned. After due and careful consideration, the Committee recommends:

To approve the establishment of the 5 Expendable Trusts as proposed.

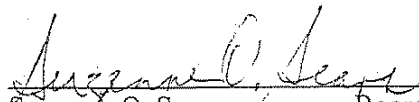
The motion passed by unanimous vote.

Respectfully submitted,  
Thomas Donovan, Chairman  
Dan Healy  
Jon Gross  
BJ Perry  
\*John Kacavas

\*\*Katherine Labanaris  
\*\*Marc Cote  
\*\*Arthur Beaudry  
\*\*Chris Herbert  
\*\*Leslee Stewart  
\*\*Russ Ouellette

\*Member Absent  
\*\*Non-member Attending

IN BOARD OF SCHOOL COMMITTEE  
Adopted.....2003

  
Suzanne O. Sears Board Clerk

H

**MANCHESTER SCHOOL DISTRICT**

TITLE: Expendable Trust Resolutions

FINANCE COMMITTEE MEETING OF: December 1, 2003

ACTION X CONSENT \_\_\_\_\_ INFORMATION \_\_\_\_\_

SIGNATURE REQUIRED \_\_\_\_\_ ORIGINAL ATTACHED \_\_\_\_\_  
=====

**BACKGROUND:**

It is proposed that the BOSC approve (subject to the approval of the BOMA) the establishment of five expendable trusts as set forth on the attached schedule.

**FISCAL IMPLICATIONS:**


The proposed maximum funding for the trusts in fiscal 2004 is \$175,000.

(Fiscal verification: )

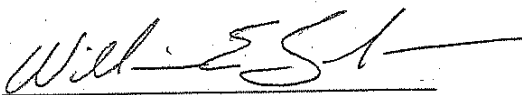
**RECOMMENDATION:**

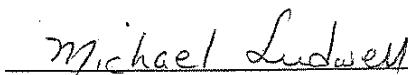
That the Finance Committee approve the establishment of these 5 Expendable Trusts.

Presented by:

  
Thomas Donovan, Chairman  
Finance Committee

Prepared by:

  
William E. Sanders  
Business Administrator

  
Michael Ludwell, Ph. D.  
Superintendent of Schools



## Expendable Trusts Attachment

The following Expendable Trusts are proposed:

<u>Trust</u>	<u>Maximum Fiscal 2004 Funding</u>
Health Maintenance	\$50,000
Special Education	50,000
Facilities Maintenance & Repair	25,000
Capital Reserve	25,000
Athletic Equipment	<u>25,000</u>
	\$175,000

Establishment of these funds is consistent with the recommendations of the School District's independent auditor in each of the last two audits. Over time, these trust funds will provide the School District with the financial reserves to fund unanticipated but unavoidable costs without incurring deficits.

The Manchester School District is not permitted to access bond markets or enter into short term financing arrangements. Accordingly, the establishment of expendable trusts is essential to providing a solid financial foundation for the School District.

## Expendable Trusts Resolutions

### 1. Health Maintenance.

RESOLVED: That the Board of Mayor and Aldermen vote to create an expendable trust fund under the provisions of RSA 198:20-c for the benefit of the school district to be known as the Manchester School District Health Maintenance Expendable Trust Fund, for the purpose of defraying health insurance claim costs or health insurance premiums exceeding budgeted amounts. Furthermore, to authorize the Board of School Committee to transfer up to \$50,000 from the fiscal 2004 appropriation to the Health Maintenance Expendable Trust Fund. The Board of School Committee shall be the agent to expend this fund. The Board of School Committee recommends the adoption of this resolution and appropriation.

### 2. Special Education.

RESOLVED: That the Board of Mayor and Aldermen vote to create an Expendable Trust Fund under the provisions of RSA 198:20-c for the benefit of the school district to be known as the Manchester School District Special Education Trust Fund, for the purpose of defraying Special Education out-of-pocket tuition, transportation expenses and other costs associated with Special Education matters exceeding budgeted amounts. Furthermore, to authorize the Board of School Committee to transfer up to \$50,000 from the fiscal 2004 appropriation to the Special Education Expendable Trust Fund. The Board of School Committee shall be the agent to expend this fund. The Board of School Committee recommends the adoption of this resolution and appropriation.

### 3. Facilities Maintenance and Repair.

RESOLVED: That the Board of Mayor and Aldermen vote to create an expendable trust fund under the provisions of RSA 198:20-c for the benefit of the school district to be known as the Manchester School District Facilities Maintenance and Repair Expendable Trust Fund, for the purpose of funding building maintenance, and repair projects exceeding budgeted amounts. Furthermore, to authorize the Board of School Committee to transfer up to \$25,000 from the fiscal 2004 appropriation to the Facilities Maintenance and Repair Fund. The Board of School Committee shall be the agent to expend this fund. The Board of School Committee recommends the adoption of this resolution and appropriation.

#### 4. Capital Projects

RESOLVED: That the Board of Mayor and Aldermen vote to create an expendable trust fund under the provisions of RSA 198:20-c for the benefit of the school district to be known as the Manchester School District Capital Projects Expendable Trust Fund, for the purpose of defraying costs for building improvements, equipment, computers and other technology products exceeding budgeted amounts.

Furthermore, to authorize the Board of School Committee to transfer up to \$25,000 from the fiscal 2004 appropriation to the Capital Projects Expendable Trust Fund. The Board of School Committee shall be the agent to expend this fund. The Board of School Committee recommends the adoption of this resolution and appropriation.

#### 5. Athletic Equipment

RESOLVED: That the Board of Mayor and Aldermen vote to create an expendable trust fund under the provisions of RSA 198:20-c for the benefit of the school district to be known as the Manchester School District Athletic Equipment Expendable Trust Fund, for the purpose of funding purchases of athletic equipment exceeding budgeted amounts. Furthermore, to transfer up to \$25,000 from the fiscal 2004 appropriation to the Athletic Equipment Expendable Trust Fund. The Board of School Committee shall be the agent to expend this fund. The Board of School Committee recommends the adoption of this resolution and appropriation.

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**Billing, the Operating Statements, the School Statement, the Request for Paraprofessionals, the ESOL Teacher, the CIDER Grant, the Improving Outcomes for Students with Traumatic Brain Injury Grant, and the Frederick Smith Institute Grant Award. Comm. Healy seconded the motion. The motion passed by unanimous vote.**

Comm. Donovan said that the Finance Committee also reviewed and approved the Expendable Trust Resolutions. He referred to a handout that had been distributed at the meeting of a slightly revised version of the resolutions. The only change that was made from the material that had been approved at the Finance Committee is contained in the 4<sup>th</sup> bullet on "Capital Reserve". There is a citation to an additional statute, RSA 198:20-c. That has been added at the suggestion of the City Finance Department. Otherwise the City Finance Dept. has reviewed what was proposed. The resolutions were explained in great detail to the Finance Committee. This is a recommendation that was made 2 years in a row by the District's auditor. It is also a recommendation of the Administration that there be some type of "rainy-day fund" or some type of cushion that we have with respect to certain items in our budget that are volatile. We have no savings account, if you will, we only have a checking account. We need to have some small savings account so when these expenditures in a given year are unexpectedly high we have something that we can draw on. The 5 areas that is proposed that the trust funds be established for are: health maintenance for health care costs of employees, Special Education, facility maintenance and repair, capital reserve, and athletic equipment. The total amounts for both the health maintenance fund and for the SPED fund is for up to \$50,000 a year that can be placed into those reserve accounts. The amounts for the other 3 reserve accounts would be for up to a maximum of \$25,000 per year. The amount can either be appropriated by budget-line-item transfers this year or in future years from an appropriation from the bottom-line budget that we are given. So the total of all of these together is \$175,000. This is a modest amount but it is a good start.

**Comm. Donovan made a motion to approve the Expendable Trust Resolutions with the recommended proposed amendment. Vice Chair Stewart seconded the motion.**

Comm. Gross said that he had been mis-informed at the Finance Committee because he was under the impression that this had already been passed by the Aldermen because we had started on this and had this on the table for quite a few years. Comm. Ouellette was very clear in saying that it had been held up by the Aldermen. He hopes that this will be pushed along and it won't be held up any longer especially seeing newly-elected Alderman Roy here at the meeting. Hopes are that he or one of the Aldermen will take this and make it happen because it is something that the School Board really does need. The way that the relationship has been lately with the School Board and the Mayor & Aldermen it would be a good step in the right direction. They are very modest amounts of money. Somewhere down the road when the City really is in tough need and can't help us out and we're overspent in one of these areas it will be nice to have some savings that we can fall back on. That is really what this proposal does and he hopes that the Mayor & Aldermen move forward quickly on this.

Comm. Perry asked for clarification that the figures presented are the maximum figures for 2004 and not the maximum figure for every year. Comm. Donovan said that the figures are only for this year.

Comm. Donovan said that Comm. Gross made a good point. He said that at the Finance Committee meeting last week he was under the impression that when the resolution that was passed a year ago that went over to the Aldermanic Chambers that it had gone and sat at the Administration Committee. He was informed that that was not

correct, that was not the committee to which it was referred. In fact it went to another committee, commonly called the Accounts Committee although the official name is the Accounts Enrollment & Revenue Administration Committee. It has the word "administration" in its name but it is not the Administration Committee. Comm. Donovan expressed his apology to each and every member of the Administration Committee for any reference or suggestion that they may have had anything to do with the delay last year in passing the expendable trust resolution. He said that the Committee is very hopeful that this will receive expeditious service this year in front of the Aldermen. Comm. Ouellette said that he echoes the same apology. He was the person at the Finance Committee meeting who asked the question of which committee that went to. He made some comments about there being an issue that we sent to the BMA and for them to not act upon it without any dialogue or information coming back in order to move the process was disrespectful to the Board. His comments were not directed to any person and no names were mentioned and if anyone on the Administration Committee was offended he apologizes.

**The vote on the motion on the floor was taken at this time. The motion passed by unanimous vote.**

Comm. Donovan said that there was an item that was on the Finance Committee agenda and that was approved by the Committee that was not included in this agenda. It is important in some ways but housekeeping in other ways. At the December 1<sup>st</sup> meeting the Committee had a presentation from the District's auditor, Steven Plodzick. He handed out to the Board members present the audited financial statements and the Single Audit Act for Federal Funds. He spoke with the Committee about those documents. The bottom line is that we passed with flying colors. On a budgetary basis, which is the way that we report to the State of NH, we have paid off the prior deficits and we are in a fund-balance surplus situation of \$761,000. Mr. Plodzick also spoke about the fact that we have under a new method of accounting, the true accrual method of accounting, a structural deficit. That is based on the fact that the District pays teachers in July and August for services that they have earned in the prior fiscal year before July 1. That amount of money plus some accrued sick pay is about \$10.5million that we carry over into the next year. That creates, from an accrual standpoint, a deficit. But that doesn't get reflected in the reports that get filed with Concord.

**Comm. Donovan made a motion to accept the financial statements and the Single Audit Report along with the Management letters accompanying thereto. Comm. Perry seconded the motion. The motion passed by unanimous vote.**

Comm. Beaudry said that he would like to commend the Administration for a job well done regarding the audit process. Special commendation is due to Karen DeFrancis who stepped in when the District's Business Administrator left and she did a phenomenal job in getting the audit prepared and moving things forward. He said that he commends all who were involved with this matter.

Comm. Donovan said that the Finance Committee has spoken about their concerns about what will happen in Concord regarding the Adequacy Grant for the next fiscal year. It is unclear what number we are entitled to. This fiscal year we received \$45.5million based upon a formula which was based on student population and need. There are concerns that there will be an attempt to change the formula to take away some of the need-base aspect in order to send money to other school districts. Some of the other school districts are complaining loudly so that is something that we need to be attentive to in the next few months. Mayor Baines said that the Board of Mayor & Aldermen will be watching that very closely and hopes are that our delegation will be fighting in Concord for the needs of the Manchester School District to make sure that we do not lose funds that Manchester

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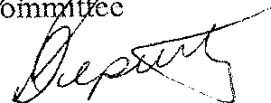
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration  
respectfully advises, after due and careful consideration, that it has approved  
Ordinance:

“An Ordinance amending Section 92.24 Tampering with Alarm Boxes by  
establishing an initial and annual renewal fee for persons authorized under the Fire  
Department Listed Agent Program.”

and recommends same be referred to the Committee on Bills on Second Reading  
for technical review.

Respectfully submitted,

  
Clerk of Committee  


# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## AN ORDINANCE

"An Ordinance amending Section 92.24 Tampering with Alarm Boxes by establishing an initial and annual renewal fee for persons authorized under the Fire Department Listed Agent Program."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amending 92.24 Tampering With Alarm Boxes in it's entirety and replace with language as follows:

92.24 Tampering With Alarm Boxes.

No person shall open any alarm box connected with the fire alarm system except by the authority of the Chief of the Fire Department. Those individuals that have been authorized, under the Fire Department Listed Agent Program, will be charged an initial fee of \$25.00 and an annual renewal fee of \$25.00. This renewal will take effect on January 1 of each year.


II. This Ordinance shall take effect upon its passage.

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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment and Revenue Administration  
respectfully recommends, after due and careful consideration, that the 2<sup>nd</sup> quarter  
FY2004 write-off list for the accounts receivable module be approved.

Respectfully submitted,



Clerk of Committee

21





**City of Manchester  
Department of Finance**

One City Hall Plaza  
Manchester, New Hampshire 03101  
(603) 624-6460  
Fax: (603) 624-6549

February 18, 2004

Committee on Accounts, Enrollment and Revenue Administration  
C/O Mr. Leo Bernier, City Clerk  
One City Hall Plaza  
Manchester NH 03101

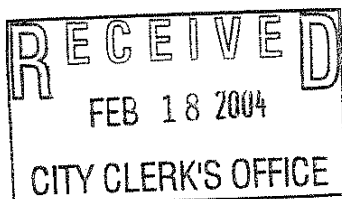
Dear Honorable Committee Members,

Attached is the 2nd quarter fiscal year 2004 write off list for the Accounts Receivable module. Most of these items have already been sent to collections and have been determined to be uncollectable. We request authorization to write these receivables off.

Please let me know if you have any questions or require further information.

Respectfully submitted,

Sharon Wickens  
Financial Analyst II  
Enc.



LT

Department of Finance  
Accounts Receivable  
2nd Quarter FY04 Write Off Submission

Dept	Customer Name	Cust #	Invoice #	Invoice Date	Original Amount	Open Amount	Explanation	
traffic	Soultana Georgiodis	6871	9839785	12/19/2002	\$62.00	\$62.00	closed AEX 11/22/03	\$62.00 Total Traffic
fire	Movie Gallery, Inc.	5153	9839415	1/1/2003	\$480.00	\$82.03	unable to collect collection fee	
fire	Best Buy Co	4992	9839393	1/1/2003	\$480.00	\$82.03	unable to collect collection fee	
fire	Ramada Inn At Amoskeg Falls	4482	9842185	3/20/2003	\$200.00	\$200.00	closed AEX 11/22/03	
fire	Macy C Iverson	8009	9843738	5/22/2003	\$197.73	\$197.73	closed AEX 12/06/03	
fire	Mill City Café	7955	9842474	4/9/2003	\$130.00	\$130.00	closed AEX 11/22/03	\$691.79 Total Fire
hwy	Keith Silver	5858	9840026	12/31/2002	\$57.00	\$57.00	closed AEX 10/12/03	
hwy	Michael Jones	7939	9842311	3/31/2003	\$33.00	\$33.00	closed AEX 10/25/03	
hwy	Frank Martineau	7941	9842313	3/31/2003	\$94.50	\$94.50	closed AEX 10/25/03	
hwy	Mastercraft Painting	6881	9841515	2/28/2003	\$61.50	\$61.50	closed AEX 10/31/03	
hwy	Scott Huard	7938	9842310	3/31/2003	\$39.00	\$39.00	closed AEX 10/31/03	
hwy	Feliz Vazquez Figueroa	7799	9838968	12/13/2002	\$132.00	\$132.00	closed AEX 11/22/03	
hwy	Marguerite Martin	7864	9840848	1/31/2003	\$12.00	\$12.00	closed AEX 11/22/03	
hwy	Todd Lacourse	8015	9843291	5/14/2003	\$179.50	\$179.50	closed AEX 11/29/03	
hwy	Rafaela Peguero	8000	9843219	5/6/2003	\$66.00	\$66.00	closed AEX 12/20/03	
hwy	George J Sideris	8048	9843828	5/27/2003	\$99.00	\$99.00	closed AEX 12/20/03	
hwy	George J Sideris	8048	9845892	8/5/2003	\$366.50	\$366.50	closed AEX 12/20/03	
hwy	George J Sideris	8048	9846152	8/19/2003	\$304.50	\$304.50	closed AEX 12/20/03	
hwy	Michael Kruger	7589	9836293	8/23/2003	\$66.00	\$66.00	closed AEX 12/20/03	
police	Mark Fava	3042	9800213	6/30/1997	\$10,860.44	\$10,860.44	closed USA 04/14/02	\$1,510.50 Total Highway
police	Royal Palace Circus	4648	9833718	7/1/2002	\$332.75	\$332.75	closed AEX 10/25/03	
police	CLG Construction Group, Inc.	7728	9838115	12/2/2002	\$265.73	\$265.73	closed AEX 10/31/03	
police	M L & Sons Enterprises	726	9828187	12/1/2001	\$536.97	\$117.46	unable to collect collection fee	\$11,576.38 Total Police
								<u>\$13,840.67</u>

AEX - All Efforts Exhausted  
USA - Unserviceable Address/Invalid Phone Number

**To the Board of Mayor and Aldermen of the City of Manchester:**


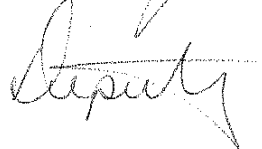
The Committee on Human Resources/Insurance respectfully advises that it has approved Ordinances:

“Amending Section 33.026 (Laboratory Technician I) of the Code of Ordinances of the City of Manchester.”

“Amending Section 33.026 (WWTP Operator) of the Code of Ordinances of the City of Manchester.”

providing for changes in class specifications, which do not change the title of a position and do not provide for any changes in salary grades of such positions and is forwarding same to the Board for adoption.

Respectfully submitted,

  
Clerk of Committee  


K



# CITY OF MANCHESTER

## *Human Resources Department*

One City Hall Plaza  
Manchester, New Hampshire 03101-1932  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



February 11, 2004

Alderman Bill Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
City Hall  
Manchester, New Hampshire 03101

### Re: Update Class Specifications

Dear Alderman Shea and Members of the Committee:

On behalf of Tom Bowen, Director, Waterworks and Frank Thomas, Director, Highway Department, I am requesting your approval to update two class specification. Specifically, the Laboratory Technician I and the WWTP Operator specifications.

Currently the Laboratory Technician I class specification requires that an individual possess a WWTP or WTP Operator's Certification prior to employment. In order to provide more individuals with the opportunity to be employed, we are proposing that individuals that do not possess this certification be offered the opportunity to be employed and obtain the certification within twelve months of employment. In addition to that, we are requesting that the current requirement of possessing a bachelors degree with some experience allow for substituting an associates degree with extensive experience.

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February 11, 2004

The changes that are proposed for the WWTP Operator class specification are for clarity and to correct the required special qualifications.

I am attaching copies of the proposed class specifications for your review and information. The proposed changes are in bold print. The deleted language is italicized.

Your favorable approval to update these class specifications would be gratefully appreciated.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachments

Cc: Tom Bowen, Director  
Frank Thomas, Director

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City of Manchester  
New Hampshire

*In the year Two Thousand and*

Four

AN ORDINANCE

“Amending Section 33.026 ( Laboratory Technician I) of the Code of Ordinance of the  
City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows: SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Laboratory Technician I), Class Code 4100  
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of  
Ordinances inconsistent therewith are hereby repealed.

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# Proposed



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Laboratory Technician I
Class Code Number	4100-17

#### General Statement of Duties

Performs laboratory testing on water and/or wastewater samples; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to **perform lab testing on water and wastewater monitor industrial and other discharges** and/or treated water according to assigned function. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with commercial and industrial representatives, government officials, other City employees and the public. The principal duties of this class are performed in a laboratory environment with some responsibilities in an outdoor work environment to collect samples and perform related tasks.

#### Examples of Essential Work (illustrative only)

- Collects daily samples from industrial discharges, rivers, lakes and streams and water and waste water treatment plant processes, as well as from homes and businesses throughout Manchester and surrounding franchise area;

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- Performs routine chemical, physical, bacteriological and biological tests on **water and waste water samples**;
- Performs testing for coliform, e-coli, BOD, TSS, ph, turbidity, QA/QC, residual chlorine, color and **numerous additional physical and chemical water characteristics in compliance with National Environmental Accreditation Standards where required for drinking water certification as well as additional related testing according to prescribed guidelines**;
- Maintains quality assurance, quality control and integrity of samples. **Performs routine testing as well as periodic proficiency testing prescribed by NELAC Certification authorities to maintain drinking water certification standards both individually and for laboratory accreditation**;
- Explains correct sampling procedures and any needed modifications to commercial/industrial representatives **as well as homeowners and customers where required**;
- Investigates facilities and outside sources to locate potential pollutants as needed;
- Prepares reagents and samples for laboratory analyses;
- Adheres to strict safety guidelines in handling samples and entering confined spaces;
- Interprets, records and prepares daily reports of test results, and maintains chain of custody, field log books and monthly sampling schedules;
- Operates, calibrates and performs routine maintenance on simple and specialized laboratory and field sampling equipment **including plant process metering involving routine calibrations, maintenance and repair of "on line" analyzers for chlorine residual, turbidity, fluoride, pH, particle counters, ozone residual, Total Organic Carbon, specific conductivity, ORP, and other process parameters**;
- Testifies in court as needed regarding **water and waste water inquiries and violations**;
- Maintains inventory of all equipment and supplies and submits budget figures for assigned area;
- **Works with Laboratory Information Management system (LIMS) and data processing systems involved with laboratory and plant operations including entering data, performing QA/QC functions and recording, data reporting and statistical summaries**;
- **Attends laboratory certification reviews and inspections**;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.



**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Substantial knowledge of sampling techniques appropriate to work responsibilities;
- Substantial knowledge of chemistry and biology as it applies to proper collection and analysis of waste water samples;
- Substantial knowledge of proper laboratory techniques;
- **Knowledge and experience in water and waste water analyses and techniques, standards and certification requirements;**
- Ability to read City sewer maps and blueprints;
- Ability to read and interpret sewer maps as they relate to sample collection and pollutant discharge investigations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications **including LIMS software** appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- **Ability to calibrate, maintain and operate various on line water quality analyzers mentioned above.**

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Chemistry, Biology or a closely related field; and
- Some experience in a laboratory or a related work area including some experience in environmental sampling; or
- **Graduation from an accredited college with an Associates Degree in chemistry, biology or a closely related field; and**
- **Extensive experience and training which provided the knowledge and abilities necessary to perform the duties of this position.**

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**Required Special Qualifications**

- Valid New Hampshire Driver's License
- State **WWTP or WTP** Operator's Certification or **ability to obtain certification within one year of employment.**

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work with chemicals and to review a variety of written and mathematical material in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate laboratory, computer, and related equipment ;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform sampling duties in the field.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

K

City of Manchester  
New Hampshire

*In the year Two Thousand and* Four

AN ORDINANCE

"Amending Section 33.026 (WWTP Operator) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, WWTP Operator, Class Code 4000  
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of  
Ordinances inconsistent therewith are hereby repealed.

K

# Proposed



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	WWTP Operator
Class Code Number	4000-15

#### General Statement of Duties

Monitors automated process control system and assess operating conditions for an assigned area; performs directly related work as required.

#### Distinguishing Features of the Class

The principle function of an employee in this class is to monitor computerized **distributed** control system for entire treatment facility and pumping stations. The work is performed under the supervision and direction of the WWTP Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an **indoor outdoor** work environment with potential personal hazards and with some outdoor field work.

#### Examples of Essential Work (illustrative only)

- Observes variations in operating conditions and makes equipment and process related adjustments;
- Notifies supervisor of any actions taken or makes recommendations for changes;
- Monitors automated process control system operating levels;
- Inspects all equipment and processing areas;

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- Collects samples and conducts tests of sewage, sludge and water;
- Performs calculations and records data according to established procedures;
- Interprets results and makes or recommends adjustments;
- Maintains a log of plant operations;
- Operates pumps and other equipment to control flow, sludge *wasting digestion* and other processes;
- Develops safe and standard operation procedures for plant equipment activities;
- Performs routine cleaning and minor maintenance of equipment to include assembly, disassembly, and lubrication of equipment using standard mechanics hand tools;
- **Operates fluidized bed sludge incinerator;**
- Operates safety equipment, including a self contained breathing apparatus, dust masks and face shield, monitoring equipment and instrumentation and related equipment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p align="center"><b>Required Knowledge, Skills and Abilities</b> (at time of appointment)</p>
----------------------------------------------------------------------------------------------------

- Substantial knowledge of the principles and practices of waste water and sludge treatment processes and process control;
- Substantial knowledge of procedures of sampling and sample testing;
- Substantial knowledge of automated process control systems and related software;
- Substantial knowledge of operation and maintenance of plant equipment;
- Substantial knowledge of safety procedures in working in confined space and around hazardous materials and hazardous areas;
- Some knowledge of Federal Clean Water Act guidelines and other Federal, State and local regulations which affect plant operations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from High School or possession of a GED, preferably supplemented by additional training in wastewater operations; and
- Some experience in a related field; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- New Hampshire *Grade II* Waste Water Operator's **certification license**.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform assigned tasks;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work in confined spaces and around hazardous materials;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform assigned tasks in an outdoor environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

K

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the Board approve the reclassification of two Public Health Translator positions, salary grade 12 to Public Health Specialist positions, salary grade 16; and further advises that it has approved Ordinance:

“Amending Section 33.026 (Public Health Specialist) of the Code of Ordinances of the City of Manchester.”

reflecting changes in the class specification to combine functions of the positions.

The Committee notes that such changes do not change the title or salary grade of the current Public Health Specialist classification.

Respectfully submitted,

  
Clerk of Committee

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# CITY OF MANCHESTER

OFFICE OF THE MAYOR  
Robert A. Baines  
Mayor

RECEIVED  
MANCHESTER CITY CLERK

'04 JAN 26 P 4:04

One City Hall Plaza

Manchester, NH 03101-1932

Phone: 603.624.6500 (VTTY)

Fax: 603.624.6576

January 25, 2004

Alderman Bill Shea, Chairperson  
Human Resource and Insurance Committee  
City of Manchester  
City Hall  
Manchester, New Hampshire 03101

Re: Reclassification of Two Positions

Dear Alderman Shea and Members of the Committee:

On behalf of Fred Rusczek, Director of the Health Department, I am requesting the reclassification of two positions at the Health Department.

Specifically, I am requesting the reclassification of two Public Health Translator positions, salary grade 12, to Public Health Specialist positions, salary grade 16.

As you will note from Mr. Rusczek's letter, (attached), the Health Department has received grant funding to provide disease intervention within the Manchester community. Currently the Health Department employs two part time individuals to provide translation services. These very competent and well educated individuals are being trained to assume the duties of Public Health Specialists and will also continue to translate for the Department. I am attaching proposed class specifications to reflect the combination of these duties.

Director Rusczek indicates in his letter that due to the grant, there will not be any additional funds needed from the General Fund to support this request.



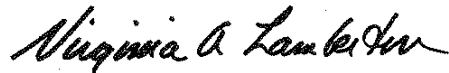
Alderman Shea

- 2 -

January 26, 2004

Your favorable approval of this request would be greatly appreciated. Mr. Rusczek and I are available to answer any questions that you might have.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachments

Cc: Director Rusczek

L



## Manchester Health Department Memorandum

Memo to: Virginia Lamberton, Human Resources Director  
From: Fred Rusczek  
Date: January 12, 2004  
Subject: New grant funding; position reclassification to improve communicable disease response capabilities

Dear Ms. Lamberton:

The Manchester Health Department recently received grant funding to hire a disease intervention specialist. Rather than hire new staff, we seek to fill this position through the assignment of new duties to existing staff, with a commensurate reclassification for the higher responsibility level. By doing so, we can best complete our job duties while effectuating a modest cost savings for the City. Also, with the continuing shortage of nurses, we have to develop new service models to meet growing public health concerns.

The Department seeks to reclassify two public health translators (pay grade 13) to public health specialist I positions (pay grade 16). The public health specialist I classification description captures the essence of the duties of a disease investigator. Ironically, the initial Yarger Decker review recommended that the translator position that we had at the time be classified as a public health specialist. We did not believe that the work of the translators was in parity with the work of public health specialists at the time, so we recommended that the translator position not be collapsed into a public health specialist position. The need to keep these positions distinct continues today.

The two incumbents have received considerable on the job training and have become technically competent in the work that would be assigned to them under their new classification. In addition to continuing with translation work, expanded duties will include home visits for tuberculosis follow-up, case contact tracing for sexually transmitted diseases, interviewing individuals with communicable diseases, and becoming part of the Department's response team for communicable disease outbreaks. The public health specialist position is also FLSA exempt, so that routine, non-public health emergency work that occurs after hours can be accomplished without additional cost to the City. Currently, we are paying overtime for one of our two translators to complete weekend assignments.

The combined net budget impact of these reclassification changes will result in modest savings due to the increase in outside funding. There will be no back-filling of positions vacated.

I would be happy to discuss this at any time.

Thank you.

1

City of Manchester  
New Hampshire

*In the year Two Thousand and* Four

AN ORDINANCE

"Amending Section 33.026 (Public Health Specialist) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Public Health Specialist, Class Code 2700  
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

L



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Public Health Specialist I
Class Code Number	7000-16

### General Statement of Duties

Performs research and assessments on various public health disease and health risk behaviors; designs and implements community prevention strategies; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to gather data about public health issues, develop, implement and evaluate programs regarding these issues and disseminate information to the public on all relating information. The work is performed under the supervision and direction of the Public Health Director but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other department employees, municipal officials, private and public social service and health care agencies and the public. The principal duties of this class are performed indoors and outdoors often in high risk areas.

### Examples of Essential Work (illustrative only)

- Conducts research and provides information regarding data, trends and programs for disease prevention;
- Develops, implements and evaluates strategies for disease prevention and health promotion projects;
- Evaluates health risks and behaviors relative to health issues;

- Disseminates information regarding behavioral changes necessary to reduce health risks;
- Interviews clients, discusses treatment and completes appropriate client education; **May be required to translate.**
- Makes referrals to private and public social services and health service agencies;
- Performs community relations and education assignments;
- Compiles data from client interviews and maintains records for reporting purposes;
- Maintains data and clinical information for reports on outreach activities;
- Locates translators for communication with non-English speaking clientele;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Substantial knowledge of public health and disease intervention measures;
- Substantial knowledge of the relationships between life styles and health risks;
- Substantial knowledge research, design and statistical applications;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in related health field; and
- Three years of experience in health education or a health field; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- **Must possess a NH Driver License or have access to transportation to fulfill duties and responsibilities.**

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in have access to various work sites throughout the City.

Approved by: \_\_\_\_\_



Date: \_\_\_\_\_

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**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that it has accepted the closeout of the NORESKO Energy Services Maintenance Contract at the request of the School District due to the current revamping of energy management systems of School facilities.

Respectfully submitted,

  
Clerk of Committee  




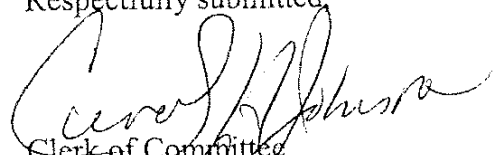
To the Board of Mayor and Aldermen of the City of Manchester:

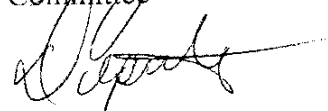
The Committee on Traffic respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Section 70.55 Residential Parking of the Code of Ordinances of the City of Manchester by adding additional area to Residential Parking Permit Zone #4.”

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

Respectfully submitted

  
Clerk of Committee



# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## AN ORDINANCE

“Amending Section 70.55 Residential Parking of the Code of Ordinances of the City of Manchester by adding additional area to Residential Parking Permit Zone #4.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amending Section 70.55 Residential Parking of the Code of Ordinances of the City of Manchester by adding language printed in **bold** as follows:

(4) Residential Parking Permit Zone #4.

Area described as follows: Pine Street, east side, from Valley to Auburn Streets; Cedar Street, both sides, from Pine to Union Streets; Auburn Street, south side, from Pine to Union Streets; Spruce Street, both sides, from Pine to Union Streets; Central Street, north side, from Union to Pine Streets; and Laurel Street, both sides, from Union to Pine Streets; **and further described as Auburn Street both sides from Union Street to Maple Street; Beech Street west side, from Auburn Street to Valley Street; Bell Street, both sides, from Union Street to Beech Street; Grove Street both sides, from Union Street to Beech Street; and Green Street, both sides, from Union Street to Beech Street.**

II. This Ordinance shall take effect upon its passage and when duly posted.

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Manchester Airport  
One Airport Road  
Suite 300  
Manchester, NH  
03103-3395  
Tel: 603-624-6539  
Fax: 603-666-4101  
<http://www.flymanchester.com>

Kevin A. Dillon  
Airport Director

February 17, 2004

The City of Manchester  
Board of Mayor & Aldermen  
One City Hall Plaza  
Manchester, NH 03101

Re: Lease – New Hampshire Aviation Historical Society

To The Honorable Board:

I am requesting authorization as Airport Director to negotiate and execute a fifteen (15) year lease with the New Hampshire Aviation Historical Society for the use of the original Airport terminal building. The non-profit organization plans to make the facility available to the general public as a visitor center and as a museum to display various pictures and artifacts relating to Manchester Airport's history and the general history of aviation in New Hampshire.

The Airport will physically move the terminal building from its present location to the southern end of the east ramp and refurbish the interior. The New Hampshire Aviation Historical Society will fit-up the leasehold for their particular use. Base rent is one dollar each year and the non-profit is responsible for all the operating expenses. A percentage of the proceeds of a gift shop operated by the historical society will be set aside for capital repairs.

Therefore, I respectfully request that the Manchester Board of Mayor & Alderman authorize the Airport Director to negotiate and execute a fifteen (15) year lease with the New Hampshire Aviation Historical Society as so described. I will be available to answer your questions regarding this request at the next Board Meeting scheduled for March 2, 2004. I thank you for your time and consideration.

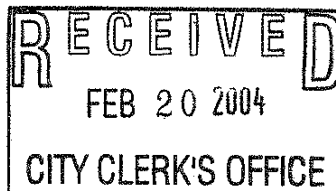
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Sincerely,

Kevin A. Dillon  
Airport Director

C: Dave Bush

BOMA - original terminal building.doc  
2/17/2004 5:40 PM



5

**DRAFT Resolution in Opposition to HB 1416**

**Whereas**, cities and towns rely on property taxes for the funding of local services, and

**Whereas**, property tax exemptions narrow the existing property tax base, and

**Whereas**, private profit-making entities owning property are expected to pay their fair share of property taxes in their host communities to fund commonly used infrastructure and services, and

**Whereas**, the telephone industry has not been paying its fair share of property taxes to the state or its municipalities due to its longstanding exemption, and

**Whereas**, there is legislation, to wit HB 1416 currently before the House Ways and Means Committee, to make this exemption permanent, and

**Whereas** this exemption has caused a hardship to cities and towns and to the taxpayers who have subsidized this exemption,

**Now, therefore, be it resolved** that Council/ Board of Selectmen/Aldermen of the Town/City of \_\_\_\_\_ believes that the exemption from the property tax enjoyed by telephone companies should be repealed, and

**Be it further resolved** that the Council/ Board of Selectmen/Aldermen of the Town/City of \_\_\_\_\_ urges the House Ways and Means Committee and all members of the New Hampshire House of Representatives to vote HB 1416 Inexpedient to Legislate.

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## HB 1416-FN - AS INTRODUCED

2003 SESSION

03-2346

09/10

HOUSE BILL ***1416-FN***

AN ACT relative to a permanent property tax exemption for wooden poles and conduits.

SPONSORS: Rep. Hess, Merr 37; Rep. Thomas, Belk 31; Rep. Roessner, Rock 83; Rep. DeStefano, Merr 41; Sen. D'Allesandro, Dist 20; Sen. Odell, Dist 8; Sen. Boyce, Dist 4

COMMITTEE: Ways and Means

## ANALYSIS

This bill makes permanent the property tax exemption for wooden poles and conduits, which is currently repealed as of July 1, 2004.

The bill also changes the membership and duties of the telecommunications oversight committee.

This bill was requested by the committee established by 2003, 270 (HB 705)

-----  
Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears ~~[in brackets and struckthrough]~~

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

03-2346

09/10

## STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Three*

AN ACT relative to a permanent property tax exemption for wooden poles and conduits.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 Repeal of Prospective Repeal Date for Exemption of Wooden Poles and Conduits Under RSA 72:8-b. 1998, 304:6, I as amended by 1999, 163:7, 2001, 158:2, and 2003, 270:8, relative to the prospective repeal date for exemption of wooden poles and conduits, is repealed.

2 Telecommunications Oversight Committee; Membership Expanded. Amend RSA 374:22-h, I to read as follows:

I. There shall be an oversight committee on telecommunications consisting of 14 members as follows:

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(a) ~~[Seven]~~ *Nine* members of the senate, *one of whom shall be a member of the ways and means committee*, appointed by the president of the senate.

(b) ~~[Seven]~~ *Nine* members of the house ~~[science, technology and energy committee]~~, appointed by the speaker of the house. *Of these members, 7 shall be members of the science, technology and energy committee; one shall be a member of the ways and means committee; and one shall be a member of the municipal and county government committee.*

3 New Paragraph; Telecommunications Oversight Committee; Duties. Amend RSA 374:22-j by inserting after paragraph XVI the following new paragraph:

XVII. Examining the application of the communications services tax, including the impact of any related federal legislation.

4 Effective Date.

I. Section 1 of this act shall take effect June 30, 2004.

II. The remainder of this act shall take effect 60 days after its passage.

LBAO

03-2346

Revised 1/15/04

**HB 1416 FISCAL NOTE**

AN ACT relative to a permanent property tax exemption for wooden poles and conduits.

**FISCAL IMPACT:**

The Department of Revenue Administration states this bill will have no fiscal impact on state, county, and local revenue or expenditures.

**METHODOLOGY:**

The Department states this bill will make permanent the property tax exemption for wooden poles and conduits which is scheduled to be repealed as of July 1, 2004. The Department did not indicate a fiscal impact, since this bill extends the current property tax treatment of wooden poles and conduits.



**City of Manchester  
Department of Highways**

227 Maple Street  
Manchester, New Hampshire 03103-5596  
(603) 624-6444 Fax # (603) 624-6487

**Commission**

James E. Connolly, Jr.  
- Chairman  
Henry R. Bourgeois  
William F. Kelley  
Edward J. Beleski  
Peter Favreau

Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

February 13, 2004

The Honorable Board of Mayor and Aldermen  
CITY OF MANCHESTER  
One City Hall Plaza  
Manchester, New Hampshire 03101

**Attn:** Mr. Leo R. Bernier, City Clerk

**Re:** Extension of Waste Management Inc. Recycling and Yard Waste Contracts

Dear Committee Members:

Please be informed that our Recycling and Yard Waste contracts with Waste Management, Inc. are due for renewal.

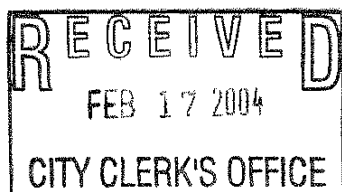
This renewal would constitute our fourth one-year option (five one- year options available) for both the Recycling and Yard Waste contracts.

The FY04 costs for recycling are \$457,205.28. The FY04 10-month yard waste collection program totals \$492,339.30.

We hereby request your authorization to enter into another one-year contract with Waste Management Inc. for recycling and yard waste services. We further request that the Public Works Director be authorized to execute any documents that may be necessary for these contracts.

Very truly yours,

Frank C. Thomas, P.E.  
Public Works Director



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**City of Manchester**  
**New Hampshire**

*In the year Two Thousand and* Four

**AN ORDINANCE**

"Amending Section 33.026 ( Laboratory Technician I) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows: SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Laboratory Technician I), Class Code 4100  
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of  
Ordinances inconsistent therewith are hereby repealed.

8



# Proposed



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Laboratory Technician I
Class Code Number	4100-17

#### General Statement of Duties

Performs laboratory testing on water and/or wastewater samples; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to **perform lab testing on water and wastewater monitor industrial and other discharges** and/or treated water according to assigned function. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with commercial and industrial representatives, government officials, other City employees and the public. The principal duties of this class are performed in a laboratory environment with some responsibilities in an outdoor work environment to collect samples and perform related tasks.

#### Examples of Essential Work (illustrative only)

- Collects daily samples from industrial discharges, rivers, lakes and streams and water and waste water treatment plant processes, as well as from homes and businesses throughout Manchester and surrounding franchise area;

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- Performs routine chemical, physical, bacteriological and biological tests on **water and waste water samples**;
- Performs testing for coliform, e-coli, BOD, TSS, ph, turbidity, QA/QC, residual chlorine, color and **numerous additional physical and chemical water characteristics in compliance with National Environmental Accreditation Standards where required for drinking water certification as well as additional related testing according to prescribed guidelines**;
- Maintains quality assurance, quality control and integrity of samples. **Performs routine testing as well as periodic proficiency testing prescribed by NELAC Certification authorities to maintain drinking water certification standards both individually and for laboratory accreditation**;
- Explains correct sampling procedures and any needed modifications to commercial/industrial representatives **as well as homeowners and customers where required**;
- Investigates facilities and outside sources to locate potential pollutants as needed;
- Prepares reagents and samples for laboratory analyses;
- Adheres to strict safety guidelines in handling samples and entering confined spaces;
- Interprets, records and prepares daily reports of test results, and maintains chain of custody, field log books and monthly sampling schedules;
- Operates, calibrates and performs routine maintenance on simple and specialized laboratory and field sampling equipment **including plant process metering involving routine calibrations, maintenance and repair of "on line" analyzers for chlorine residual, turbidity, fluoride, pH, particle counters, ozone residual, Total Organic Carbon, specific conductivity, ORP, and other process parameters**;
- Testifies in court as needed regarding **water and waste water inquiries and violations**;
- Maintains inventory of all equipment and supplies and submits budget figures for assigned area;
- **Works with Laboratory Information Management system (LIMS) and data processing systems involved with laboratory and plant operations including entering data, performing QA/QC functions and recording, data reporting and statistical summaries**;
- **Attends laboratory certification reviews and inspections**;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Substantial knowledge of sampling techniques appropriate to work responsibilities;
- Substantial knowledge of chemistry and biology as it applies to proper collection and analysis of waste water samples;
- Substantial knowledge of proper laboratory techniques;
- **Knowledge and experience in water and waste water analyses and techniques, standards and certification requirements;**
- Ability to read City sewer maps and blueprints;
- Ability to read and interpret sewer maps as they relate to sample collection and pollutant discharge investigations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications **including LIMS software** appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- **Ability to calibrate, maintain and operate various on line water quality analyzers mentioned above.**

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Chemistry, Biology or a closely related field; and
- Some experience in a laboratory or a related work area including some experience in environmental sampling; or
- **Graduation from an accredited college with an Associates Degree in chemistry, biology or a closely related field; and**
- **Extensive experience and training which provided the knowledge and abilities necessary to perform the duties of this position.**

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**Required Special Qualifications**

- Valid New Hampshire Driver's License
- State **WWTP or WTP** Operator's Certification or ability to obtain certification within one year of employment..

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work with chemicals and to review a variety of written and mathematical material in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate laboratory, computer, and related equipment ;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform sampling duties in the field.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

8

City of Manchester  
New Hampshire

*In the year Two Thousand and* Four

AN ORDINANCE

"Amending Section 33.026 (WWTP Operator) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, WWTP Operator, Class Code 4000  
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of  
Ordinances inconsistent therewith are hereby repealed.

8

# Proposed



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	WWTP Operator
Class Code Number	4000-15

#### General Statement of Duties

Monitors automated process control system and assess operating conditions for an assigned area; performs directly related work as required.

#### Distinguishing Features of the Class

The principle function of an employee in this class is to monitor computerized **distributed** control system for entire treatment facility and pumping stations. The work is performed under the supervision and direction of the WWTP Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an **indoor outdoor** work environment with potential personal hazards and with some outdoor field work.

#### Examples of Essential Work (illustrative only)

- Observes variations in operating conditions and makes equipment and process related adjustments;
- Notifies supervisor of any actions taken or makes recommendations for changes;
- Monitors automated process control system operating levels;
- Inspects all equipment and processing areas;

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- Collects samples and conducts tests of sewage, sludge and water;
- Performs calculations and records data according to established procedures;
- Interprets results and makes or recommends adjustments;
- Maintains a log of plant operations;
- Operates pumps and other equipment to control flow, sludge *wasting digestion* and other processes;
- Develops safe and standard operation procedures for plant equipment activities;
- Performs routine cleaning and minor maintenance of equipment to include assembly, disassembly, and lubrication of equipment using standard mechanics hand tools;
- **Operates fluidized bed sludge incinerator;**
- Operates safety equipment, including a self contained breathing apparatus, dust masks and face shield, monitoring equipment and instrumentation and related equipment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Substantial knowledge of the principles and practices of waste water and sludge treatment processes and process control;
- Substantial knowledge of procedures of sampling and sample testing;
- Substantial knowledge of automated process control systems and related software;
- Substantial knowledge of operation and maintenance of plant equipment;
- Substantial knowledge of safety procedures in working in confined space and around hazardous materials and hazardous areas;
- Some knowledge of Federal Clean Water Act guidelines and other Federal, State and local regulations which affect plant operations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

8

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from High School or possession of a GED, preferably supplemented by additional training in wastewater operations; and
- Some experience in a related field; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- New Hampshire *Grade II* Waste Water Operator's **certification license**.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform assigned tasks;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work in confined spaces and around hazardous materials;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform assigned tasks in an outdoor environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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City of Manchester  
New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

"Amending Section 33.026 (Public Health Specialist) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Change class specification, Public Health Specialist, Class Code 2700  
(see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of  
Ordinances inconsistent therewith are hereby repealed.



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Public Health Specialist I
Class Code Number	7000-16

### General Statement of Duties

Performs research and assessments on various public health disease and health risk behaviors; designs and implements community prevention strategies; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to gather data about public health issues, develop, implement and evaluate programs regarding these issues and disseminate information to the public on all relating information. The work is performed under the supervision and direction of the Public Health Director but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other department employees, municipal officials, private and public social service and health care agencies and the public. The principal duties of this class are performed indoors and outdoors often in high risk areas.

### Examples of Essential Work (illustrative only)

- Conducts research and provides information regarding data, trends and programs for disease prevention;
- Develops, implements and evaluates strategies for disease prevention and health promotion projects;
- Evaluates health risks and behaviors relative to health issues;

- Disseminates information regarding behavioral changes necessary to reduce health risks;
- Interviews clients, discusses treatment and completes appropriate client education; **May be required to translate.**
- Makes referrals to private and public social services and health service agencies;
- Performs community relations and education assignments;
- Compiles data from client interviews and maintains records for reporting purposes;
- Maintains data and clinical information for reports on outreach activities;
- Locators translators for communication with non-English speaking clientele;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Substantial knowledge of public health and disease intervention measures;
- Substantial knowledge of the relationships between life styles and health risks;
- Substantial knowledge research, design and statistical applications;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in related health field; and
- Three years of experience in health education or a health field; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- Must possess a NH Driver License or have access to transportation to fulfill duties and responsibilities.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in have access to various work sites throughout the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

9

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the Board authorize transfer and expenditure of funds in the amount of \$40,000 (Other) for CIP 511603 Recreation Facility Improvements (Leveraged) Project, and for such purpose a resolution and budget authorization has been submitted.

Respectfully submitted,



Clerk of Committee

# City of Manchester New Hampshire

*In the year Two Thousand and Three*

## A RESOLUTION

"Amending the FY 2003 Community Improvement Program, authorizing and appropriating funds in the amount of Forty Thousand Dollars (\$40,000) for FY2003 CIP 511603 Recreation Facility Improvements (Leveraged) Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2003 CIP as contained in the 2003 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a private donation from The New England Expedition-Manchester LLC in the amount of \$40,000 for construction of the Bike Trail along Nutts Pond;

NOW, THEREFORE, be it resolved that the 2003 CIP be amended as follows:

**By increasing:**

FY2003 511603 – Recreation Facility Improvements (Leveraged) Project - \$40,000 Other

Resolved, that this Resolution shall take effect upon its passage.

# CIP BUDGET AUTHORIZATION

CIP #: **511603** Project Year **2003** CIP Resolution: **6/4/2002**  
 Title: **Recreation Facility Improvements (Leveraged)** Amending Resolution **12/2/2003**  
 Administering Department: **Parks, Recreation & Cemetery** Revision: **#1**

**Project Description** Ongoing program to make improvements to certain recreational facilities Citywide which the Parks Department has been able to secure federal, state or other funding to leverage City tax dollars. Projects to include: Livingston Park Rehabilitation - \$100,785; South Manchester Rail Trail - \$90,500; Piscataquog Trailway II - \$62,890; Piscataquog River Initiative - \$95,825; and Valley Cemetery - \$200,000.

**Federal Grants** Federal Grant: **No** **Environmental** Review Required: **No**  
 Grant Executed:  Completed:

## Critical Events

1	Program Initiation	05/03
2	Program Completion	06/30/04
3		
4		
5		
Expected Completion Date:		6/30/2004

## Line Item Budget

	BOND	STATE/FED	OTHER	TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$55,000.00	\$105,000.00	\$0.00	\$160,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$495,000.00	\$1,380,312.00	\$147,700.00	\$2,023,012.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$550,000.00</b>	<b>\$1,485,312.00</b>	<b>\$147,700.00</b>	<b>\$2,183,012.00</b>

## Revisions

Revision #1 - adds \$40,000 from a Private Donation.

## COMMENTS

Project is expedited from FY04 CIP. \$40,000 of private donations received from The New England Expedition Manchester, LLC to be used for the Bike Trail along Nutts Pond.